

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to kindly remind you of the pending payment regarding Invoice #[Invoice Number], which was issued on [Invoice Date] and due on [Due Date].

The total amount outstanding is [Amount Due]. Payment would be greatly appreciated by [New Due Date] to maintain a smooth business relationship. For your convenience, the payment can be processed via [Payment Method, e.g., bank transfer, check, etc.]. Please find the payment details below:

[Payment Details]

If you have any questions or require further information, please do not hesitate to reach out. Thank you for your prompt attention to this matter.

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]