

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to bring to your attention an outstanding payment that was originally due on [original due date]. As of today, we have not yet received the payment of [amount owed] for [description of goods/services provided].

We understand that delays can occur, and we appreciate your attention to this matter. We kindly request your assistance in expediting the processing of this payment.

Please let us know if there are any issues or if you require any additional documentation to facilitate the payment process. Your prompt attention to this matter would be greatly appreciated, and it will help us maintain a smooth workflow in our ongoing business relationship.

Thank you for your understanding, and we look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]