

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Subject: Payment Reminder

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a friendly reminder that the payment for [specify service/product] was due on [insert due date]. As of today, we have not yet received the payment of [insert amount].

We understand that oversights happen and would appreciate your attention to this matter. Please make the payment by [insert new due date] to avoid any potential late fees.

Payment can be made via [insert payment methods]. If you have already sent the payment, please disregard this notice and thank you for your promptness.

Should you have any questions or need further assistance, feel free to contact us at [insert phone number or email].

Thank you for your attention to this matter.

Sincerely,

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