

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: GGT Payment Reminder

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a friendly reminder regarding the pending payment for the GGT (General Goods Tax) that was due on [Due Date].

As of today, the amount of [Amount Due] remains unpaid. We kindly request that you make the payment at your earliest convenience to avoid any late fees or penalties.

Please find the payment details below:

- Amount Due: [Amount Due]
- Payment Method: [Payment Method]
- Due Date: [Due Date]

Should you have any questions or concerns regarding this payment, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]