

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Payment Reminder for GGT Invoice #[Invoice Number]  
Dear [Recipient's Name],  
I hope this message finds you well. This is a friendly reminder regarding the outstanding payment for GGT invoice #[Invoice Number], which was due on [Due Date]. As of today, the total amount of [Amount Due] remains unpaid.  
We kindly request that you process this payment at your earliest convenience. If you have already sent the payment, please disregard this notice.  
Feel free to reach out if you have any questions or need further assistance.  
Thank you for your attention to this matter.  
Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Phone Number]  
[Your Company Email Address]