

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

[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an important matter regarding the payment that was due on [Due Date] for invoice #[Invoice Number]. As of today, we have not yet received this payment, which amounts to [Amount Due].

We understand that oversights can happen, and we appreciate your attention to this matter. Please let us know if there are any issues or concerns regarding the payment or the services provided.

We kindly request that the outstanding amount be settled by [New Deadline, e.g., 10 days from the date of this letter] to avoid any late fees or service disruptions.

Thank you for your prompt attention to this matter. We look forward to continuing our partnership.

Best regards,

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