

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[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 remains overdue as of [insert due date]. The invoice [Invoice Number] issued on [Invoice Issue Date] for [brief description of goods/services] has not yet been settled. The total amount due is [insert amount]. As per our agreement, payment was expected within [insert payment terms, e.g., "30 days of receipt"]. I kindly request your assistance in ensuring that this payment is processed as soon as possible.

If there are any issues or disputes regarding this invoice, please do not hesitate to reach out so we can address any concerns promptly. I appreciate your attention to this matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

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