

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reminder for Unpaid Invoice #[Invoice Number]

I hope this message finds you well. I am writing to bring to your attention that invoice #[Invoice Number], issued on [Invoice Date], remains unpaid as of today's date. The total amount due is [Amount Due]. As per our agreement, the payment was due on [Due Date]. We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruption of services.

Should you have any questions regarding this invoice or if there are any issues we need to discuss, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]