

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

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

Dear [Recipient Name],

Subject: Outstanding Payment Reminder

I hope this message finds you well. We are writing to remind you that, as of [Date], we have yet to receive payment for invoice [Invoice Number], which was due on [Due Date]. The total outstanding amount is [Amount]. We understand that oversights happen, and if you have already sent the payment, please disregard this reminder. Otherwise, we kindly ask you to process the payment at your earliest convenience.

If you have any questions or concerns regarding this matter, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

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