

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

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

Subject: Payment Not Received

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention that we have not yet received payment for invoice [Invoice Number], which was due on [Due Date].

As per our records, the amount of [Amount Due] remains outstanding. We kindly request that you review this matter at your earliest convenience. If you have already sent the payment, please disregard this reminder. Otherwise, please let us know if you have any questions or require further information.

Thank you for your prompt attention to this matter.

Sincerely,

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