

[Your Company's Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Reminder

I hope this message finds you well. This is a friendly reminder that payment for invoice #[Invoice Number], issued on [Invoice Date], is currently overdue. The total amount due is [Amount Due], with a payment deadline of [Original Due Date].

We kindly request that you settle this balance at your earliest convenience. If you have already made the payment, please disregard this notice.

For your convenience, here are the payment details:

- Payment Method: [Payment Method Options]

- Reference: [Invoice Number/Account Number]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]