

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Reminder for Pending Payment

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment of [Invoice Amount] for [Invoice Number] that was due on [Due Date].

As of today, we have not yet received the payment. We kindly ask you to process this payment at your earliest convenience to avoid any service interruptions.

If you have already made the payment, please disregard this message.

Otherwise, should you have any questions or need assistance, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]