

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

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

Dear [Recipient's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally request payment for invoice #[Invoice Number], which was issued on [Invoice Date] and was due on [Due Date].

The total amount due is [Amount Due]. As of today, I have not yet received the payment, and I would appreciate your prompt attention to this matter.

Please let me know if there are any issues or concerns regarding this invoice. I am happy to discuss it at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name] (if applicable)