

[Your Name]
[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 - Invoice #[Invoice Number]

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment of [amount] for invoice #[Invoice Number], originally due on [Due Date].

To date, we have not yet received your payment. We kindly ask that you process this payment at your earliest convenience to avoid any late fees. For your convenience, our payment details are as follows:

[Payment Method/Instructions]

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Phone Number]