

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Terms Reminder

I hope this message finds you well. This letter serves as a friendly reminder regarding the payment terms outlined in our agreement dated [insert agreement date].

As per our agreement, the payment of [insert amount] was due on [insert due date]. We kindly ask you to ensure that this outstanding payment is processed at your earliest convenience to avoid any late fees or service interruptions.

If you have already made this payment, please disregard this notice.

Should you have any questions or require further assistance, feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]