

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an overdue payment that remains outstanding as of [specific date]. According to our records, the amount of [amount due] was due on [due date] for the services provided under [contract or invoice number]. Despite our previous reminders, we have not yet received the payment. We understand that oversights happen, and we kindly request that you process the payment at your earliest convenience.

Please let us know if there are any issues or if you require any further documentation to facilitate the payment. We value your relationship and look forward to resolving this matter swiftly.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company]