

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the outstanding payment of [amount] for [describe the service/product, invoice number, or reference number] which was due on [due date].

We understand that sometimes unforeseen circumstances can cause delays.

We greatly appreciate our working relationship and would like to resolve this matter amicably.

Could you please provide us with an update on the payment status? If there are any issues or concerns regarding this payment, please feel free to reach out to me directly.

Thank you for your attention to this matter. We look forward to your prompt response and a continued positive relationship.

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]