

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Formal Request for Payment Due

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

As of today, the total amount of [Total Amount Due] remains unpaid.

According to our records, this payment was expected within the agreed-upon terms of [Payment Terms]. We understand that oversights may occur, and we would like to bring this matter to your attention.

We kindly ask that you process this payment at your earliest convenience.

Please let us know if there are any issues or if you require further information regarding this matter.

Thank you for your immediate attention to this issue. We look forward to resolving this promptly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]