

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. We are writing to bring to your attention an outstanding payment on your account with us.

According to our records, invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount] remains unpaid. The due date for this invoice was [Due Date].

We kindly request that you process this payment at your earliest convenience. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could confirm the status of this payment.

Thank you for your immediate attention to this matter. If you have any questions or need further information, please do not hesitate to reach out.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]