

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[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 outstanding payment that was due on [due date]. According to our records, the amount of [amount due] has not yet been received.

We understand that oversights can happen, and if there are any issues regarding this payment, please do not hesitate to reach out. If payment has already been made, kindly disregard this letter. Otherwise, we would appreciate your attention to this matter at your earliest convenience.

Thank you for your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]