

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to kindly remind you about the outstanding payment of [amount] that was due on [due date]. We understand that oversights can happen, and we sincerely appreciate your attention to this matter.

If you could please confirm the status of the payment at your earliest convenience, it would be greatly appreciated. Should you have any questions or require further details, feel free to reach out.

Thank you for your prompt attention to this issue. We look forward to your response.

Warm regards,

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