

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reminder for Outstanding Invoice Payment

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

As of [Current Date], we have not yet received payment for this invoice, which totals [Amount]. We would appreciate it if you could confirm the status of this payment at your earliest convenience.

If there are any issues or discrepancies regarding this invoice, please do not hesitate to contact me directly. We are happy to assist in any way we can to resolve this matter promptly.

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

Best regards,

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