

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Outstanding Payment Reminder

I hope this message finds you well. We wish to bring to your attention that your payment for invoice #[Invoice Number], which was due on [Due Date], is still outstanding. The total amount due is [Amount Due].

We understand that oversights can happen, and we kindly request that you process the payment at your earliest convenience to avoid any late fees. Please let us know if there are any issues or if further information is required.

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

Best regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company Name]