

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

[QNB Bank]
[Bank Address]
[City, State, Zip Code]
Subject: Payment Reminder

Dear [Recipient's Name or Customer Service],
I hope this message finds you well. I am writing to remind you of an
outstanding payment on my account with QNB Bank.

Account Number: [Your Account Number]

Due Date: [Original Due Date]

Amount Due: [Amount Due]

As of today, it appears that the payment has not yet been processed.
Please let me know if there are any issues regarding this matter or if
you require any additional information from my end.

I appreciate your prompt attention to this issue and look forward to
resolving it soon.

Thank you.

Sincerely,

[Your Name]