

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of the outstanding invoice [Invoice Number] dated [Invoice Date], which was due for payment on [Due Date]. As of today, the total amount of [\$ Amount] remains unpaid.

We value your business and understand that oversights can happen. If you have already submitted the payment, please disregard this letter.

Otherwise, we kindly request that you process this payment at your earliest convenience to avoid any late fees or service interruptions.

Please find the invoice attached for your reference. Should you have any questions or require further information, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your prompt payment.

Sincerely,

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