

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment for [brief description of the service/product], which was due on [due date].

As of today, the amount of [amount owed] remains unpaid. We kindly ask that you process this payment at your earliest convenience.

For your reference, I have attached the invoice [invoice number or description] to this letter. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]