

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company 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 payment of [Amount] for [Description of Goods/Services] rendered on [Date]. As of today, the payment is [Number of Days Late] days overdue.

According to our agreement, the payment was due on [Original Due Date]. I understand that oversights can happen, so I kindly request that this payment be processed at your earliest convenience.

For your reference, I have attached a copy of the invoice [Invoice Number] for your review. Please let me know if there are any issues or if you require any further information to facilitate the payment process.

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

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]