

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that your payment of [amount] for [invoice number or description of service/product] was due on [due date].

As of today, we have not yet received the payment. We kindly ask that you process this payment at your earliest convenience to avoid any late fees.

Please let us know if there are any issues we can assist you with. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]