

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that the payment of [amount] which was due on [due date] for [description of service/product] remains outstanding.

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. Please arrange for the payment at your earliest convenience.

If you have already processed the payment, please disregard this notice. Otherwise, please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

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