

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

[Recipient's Name]
[Recipient'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 for snow removal services we provided on [service dates] is now due. According to our agreement, the total amount due is [amount]. Please make your payment by [due date] to ensure a smooth continuation of our services. You can send your payment via [payment methods, e.g., check, PayPal, etc.].

If you have already processed this payment, please disregard this notice. Should you have any questions or concerns, feel free to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name, if applicable]