

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Payment Reminder for Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a friendly reminder regarding the outstanding payment for Invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, the amount of [Amount Due] remains unpaid. We kindly request that this payment be processed at your earliest convenience to avoid any late fees or disruption of services.

Please find the invoice attached for your reference. If you have already sent payment, please disregard this notice.

Thank you for your attention to this matter. Should you have any questions or require further assistance, please feel free to reach out to me directly.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Signature (if sending a hard copy)]