

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Payment Reminder

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a reminder regarding the outstanding payment of [amount] that was due on [due date]. According to our records, we have not yet received this payment. We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruptions in service.

Payment can be made via [payment methods], and please reference invoice number [invoice number] when making your payment.

Should you have any questions or concerns regarding this matter, feel free to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]