

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Reminder for [Specific Task or Event]

I hope this message finds you well. This letter serves as a gentle reminder regarding [specific task, payment, appointment, etc.], which is due on [due date].

Please let me know if there are any issues or if you need further assistance.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position] (if applicable)

[Your Company/Organization] (if applicable)