

[Your Name]  
[Your 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 Request

Dear [Recipient's Name],

I hope this message finds you well. We are writing to follow up on the outstanding invoice [Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, the total amount of [Amount Due] remains unpaid. We kindly request that you process this payment at your earliest convenience.

For your reference, please find the invoice attached for your review.

Payments can be made via [Payment Method, e.g., bank transfer, credit card, etc.].

If you have already sent this payment, please disregard this request.

Otherwise, please let us know if you need any further information to facilitate the payment process.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Email]  
[Your Company Phone Number]