

[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 regarding the outstanding payment for Invoice #[Invoice Number] issued on [Invoice Date] for [brief description of the services/products]. According to our records, the total amount due is [Total Amount] and the payment was due on [Due Date].

We understand that oversights happen, and if you have already made the payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

For your convenience, you can make the payment via Xero using the following link: [Xero Payment Link].

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

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]
[Company Website]