

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company 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],

Subject: Reminder of Unpaid Invoice

I hope this message finds you well. We are writing to remind you that our records indicate that the following invoice remains unpaid:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Due Amount: [Amount Due]

- Due Date: [Original Due Date]

As of today, we have not yet received payment, and we kindly request that you settle this invoice at your earliest convenience. If you have already sent your payment, please disregard this notice.

If you have any questions or require assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]