

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to gently remind you that we have not yet received the payment for Invoice #[Invoice Number], which was due on [Due Date]. We understand that oversights can happen, and we appreciate your attention to this matter.

If you have already sent the payment, please disregard this notice. If not, we would greatly appreciate it if you could process the payment at your earliest convenience.

Thank you for your prompt attention to this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Warm regards,

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