

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Friendly Reminder

Dear [Recipient's Name],
I hope this letter finds you well. This is a friendly reminder regarding [specific issue, e.g., outstanding payment, upcoming deadline, etc.], which was due on [due date].

As of today, we have not yet received [details of what is outstanding or required]. We understand that oversights happen, and we want to ensure that everything is on track.

If you have already addressed this matter, please disregard this reminder. However, if you have not, we would appreciate your prompt attention to it.

Please feel free to reach out if you have any questions or if there's anything we can assist you with.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]