

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Payment Reminder

Dear [Recipient Name],

I hope this letter finds you well. This is a formal reminder regarding the outstanding payment of [amount] that was due on [due date] for [description of goods/services].

As of today, we have yet to receive your payment. According to our records, the amount of [amount] remains unpaid. We kindly ask you to settle this balance as soon as possible to avoid any late fees or further action.

Please make the payment by [new deadline, if applicable] to the following account:

[Payment Details]

If you have already sent your payment, please disregard this notice. If you have any questions or concerns regarding this matter, feel free to contact me at [your phone number] or [your email address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]