

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

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

Subject: Payment Reminder for Services Rendered

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to remind you that the payment for the services provided on [date of service] is now overdue. According to our agreement, the total amount of [amount due] was to be paid by [due date].

As of today, this payment is [number of days overdue] days past due. We kindly request that you process this payment at your earliest convenience to avoid any late fees or service interruptions.

Please find the payment details below for your reference:

- Amount Due: [amount]
- Invoice Number: [invoice number]
- Payment Method: [payment method]

If you have already sent the payment, please disregard this notice.

Otherwise, we appreciate your immediate attention to this matter.

Should you have any questions or wish to discuss the payment further, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]