

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to gently remind you about the Zelle payment of [amount] that was due on [due date].

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

Thank you for your attention to this matter. Please let me know if you have any questions or need any further information.

Best regards,

[Your Name]
[Your Contact Information]