

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

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

Dear [Recipient's Name],
Subject: Payment Request

I hope this message finds you well. I am writing to remind you that payment for invoice #[Invoice Number], dated [Invoice Date], remains outstanding as of today. The total amount due is [Amount Due].

Please process the payment at your earliest convenience. If you have already made this payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Phone Number]