

[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 for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally request payment for the outstanding invoice #[Invoice Number], dated [Invoice Date], for the total amount of [Amount Due].

As of today, this payment is [number of days overdue] days overdue, and per our agreed terms, I would appreciate your prompt attention to this matter.

Please find the invoice details below for your reference:

- Invoice Number: #[Invoice Number]
- Date of Issue: [Invoice Date]
- Due Date: [Due Date]
- Amount Due: [Amount Due]

Payment can be made via [Payment Method] to the following account:
[Account Details].

If you have already made this payment, please disregard this notice. However, if you need any further information or assistance, do not hesitate to contact me directly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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