

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 remind you of the payment of [amount] for [specific service or product] that was due on [due date].

As of today, the total outstanding balance is [total amount]. I understand that oversights can happen, and I would greatly appreciate your prompt attention to this matter.

Please find the payment details below:

- Amount Due: [amount]
- Invoice Number: [invoice number]
- Payment Methods Accepted: [e.g., bank transfer, PayPal, etc.]

Please let me know if you have any questions or if there are any issues with the payment. I look forward to your confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]