

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you about the outstanding payment of [amount] that was due on [due date]. As per our agreement, this payment was for [describe the service or product]. If you have already sent this payment, please disregard this notice. However, if you have not, I would greatly appreciate your prompt attention to this matter.

If you have any questions or need further information, please do not hesitate to reach out.

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

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]