

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

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

Dear [Recipient Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally request payment for the services rendered as detailed in Invoice #[Invoice Number], dated [Invoice Date]. The total amount due is [Amount Due], and the payment was originally due on [Due Date].

As of today, [Number of Days Late] days have passed since the due date, and I would appreciate your immediate attention to this matter.

For your convenience, I have included the payment details below:

- Invoice Number: [Invoice Number]
- Amount Due: [Amount Due]
- Payment Method: [Preferred Payment Method]
- Due Date: [Due Date]

Please let me know if you have any questions regarding this invoice. I appreciate your prompt attention to this request and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Website (if applicable)]