

[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],  
Subject: Payment Reminder

I hope this message finds you well. This is a friendly reminder that your payment of [amount owed] for [describe service/product] was due on [due date].

As of today, we have not yet received the payment. If the payment has already been processed, please disregard this notice. Otherwise, we kindly ask you to address this matter at your earliest convenience. For your convenience, payment can be made via [payment methods]. If you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your attention to this matter.

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