

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

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

Dear [Recipient's Name],

Subject: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well. I am writing to remind you that the payment for Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount] was due on [Due Date].

As of today, we have not yet received the payment. We kindly request that you settle this invoice at your earliest convenience. If you have already processed the payment, please disregard this notice.

If you have any questions or require further details, feel free to reach out to me. Thank you for your attention to this matter. We appreciate your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]