

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

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

Subject: Payment Reminder for Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal reminder regarding the outstanding payment for Invoice #[Invoice Number], issued on [Invoice Date], totaling [Amount Due]. According to our records, the payment was due on [Due Date] and remains unpaid.

We kindly ask that you process this payment at your earliest convenience. For your reference, the invoice details are as follows:

- Invoice Number: [Invoice Number]
- Due Date: [Due Date]
- Amount Due: [Amount Due]

If you have already sent the payment, please disregard this notice. If you have any questions or concerns regarding this invoice, do not hesitate to contact me directly.

We appreciate your immediate attention to this matter and look forward to resolving it promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]