

[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],

I hope this message finds you well. I am writing to kindly remind you that the payment for [invoice number or service/item] dated [invoice date] is now overdue. The total amount due is [amount].

As per our agreement, the payment was due on [due date]. If you have already sent the payment, please disregard this notice. Otherwise, I would appreciate it if you could arrange for the payment at your earliest convenience.

If you have any questions or if there's anything I can assist you with, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]