

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to gently remind you about the outstanding payment of [amount] that was due on [due date]. We understand that oversights happen and schedules can be demanding.

If you have already processed the payment, please disregard this reminder. Otherwise, we would appreciate your attention to this matter at your earliest convenience.

Thank you for your understanding and cooperation. If you have any questions or concerns, please feel free to reach out.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]