

[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 payment for invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount] is currently overdue.

Please ensure that the payment is made by [New Due Date]. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. If you have any questions or need further assistance, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company Name]