

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[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. This is a friendly reminder regarding the outstanding payment of [Amount] for invoice number [Invoice Number], which was due on [Due Date].

As of today, we have not yet received this payment. If payment has already been sent, please disregard this notice. Otherwise, we kindly ask that you process this payment at your earliest convenience to avoid any late fees.

If you have any questions or concerns regarding this invoice, please feel free to reach out. Thank you for your immediate attention to this matter.

Best regards,

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