

[Your Company Letterhead]

[Date]

[Recipient's Name]

[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 for Invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As of today, the total amount of [Invoice Amount] remains unpaid. We understand that oversights can happen, and we would appreciate your prompt attention to this matter.

Please arrange for payment by [New Due Date] to avoid any late fees or service interruptions. You can make the payment via [payment methods accepted].

If you have already sent the payment, please disregard this notice. For any questions or concerns, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]