

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Urgent Payment Reminder

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that the payment of [amount] for [invoice number or description of service/product] was due on [due date]. As of today, the payment is [number of days overdue] days overdue.

We value our relationship and understand that oversights happen. However, prompt payment is important to maintain our services. Please settle the outstanding amount by [new deadline, if applicable] to avoid any late fees or disruption of services.

If you have already sent the payment, please disregard this notice. Otherwise, kindly let us know if you have any questions or need assistance regarding this matter.

Thank you for your attention to this urgent issue.

Sincerely,

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