

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

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder that your payment of [amount] for invoice #[invoice number] was due on [due date].

We kindly ask you to process this payment at your earliest convenience.

If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]