

[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],

I hope this message finds you well. I am writing to bring to your attention an outstanding payment that was due on [due date] for [product/service provided or invoice number]. As of today, I have yet to receive the payment of [amount due].

I understand that oversights happen and schedules can be demanding. If the payment has already been made, please disregard this notice. Otherwise, I would appreciate it if you could let me know when I might expect the payment.

If you have any questions or need further details regarding this invoice, please do not hesitate to reach out. Thank you for your attention to this matter, and I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]