

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Payment Reminder

I hope this message finds you well. We are writing to remind you that your payment of [amount due] for invoice #[invoice number], dated [invoice date], is currently overdue.

Details of the outstanding payment:

- Amount due: [amount]
- Due date: [due date]
- Invoice number: [invoice number]

We kindly ask you to process this payment at your earliest convenience to avoid any late fees or service interruptions. If you have already made the payment, please disregard this notice.

Should you have any questions or need to discuss this matter, please feel free to contact us at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]