

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Request for Outstanding Invoices

I hope this message finds you well. I am writing to bring to your attention the outstanding invoices that remain unpaid as of the date of this letter.

The details of the outstanding invoices are as follows:

- Invoice Number: [Invoice #1]

  Date Issued: [Date]

  Amount: [Amount]

- Invoice Number: [Invoice #2]

  Date Issued: [Date]

  Amount: [Amount]

- Invoice Number: [Invoice #3]

  Date Issued: [Date]

  Amount: [Amount]

As of today, the total amount due is [Total Amount]. According to our records, these invoices were due on [Due Date(s)].

We kindly request that you process these payments at your earliest convenience to avoid any late fees or disruption of service. If you have already made the payment, please disregard this notice.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]