

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to gently remind you about the outstanding payment of [Invoice Amount] for invoice number [Invoice Number], which was due on [Due Date].

We understand that oversights can happen, and we would greatly appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this message.

Should you have any questions or require further details, please do not hesitate to reach out. We value your partnership and look forward to resolving this promptly.

Thank you for your attention to this matter.

Warm regards,

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