

[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 Reminder for Unpaid Invoice

I hope this message finds you well. I am writing to remind you that invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], remains unpaid. According to our records, the payment was due on [Due Date].

We kindly ask that you review your records and arrange for payment at your earliest convenience. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]