

Your Company Name

123 Business Lane
City, State ZIP Code
Phone: (123) 456-7890
Email: info@yourcompany.com

[Date]

Recipient Name

Recipient Company (if applicable)
456 Client Street
City, State ZIP Code

Subject: Payment Request for Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well.

This is a friendly reminder regarding the outstanding payment on your account. As of today, the payment for **Invoice #**[Invoice Number] dated [Invoice Date], in the amount of **\$**[Amount Due], remains unpaid. The original due date was [Due Date].

We value your business and understand that oversights can happen. We kindly request that you process the outstanding payment at your earliest convenience. For your reference, a copy of the invoice is attached.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate payment by **[New Requested Due Date]** to avoid any late fees or service interruptions.

Should you have any questions or need further details, please do not hesitate to contact us at **(123) 456-7890** or **info@yourcompany.com**.

Thank you for your prompt attention to this matter. We appreciate your continued partnership.

Sincerely,

[Your Name]
[Your Position/Title]
Your Company Name