

[Your Name]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well. This is a gentle reminder that the payment of **[Amount]** for Invoice **#[Invoice Number]**, dated **[Invoice Date]**, is currently overdue. We would appreciate your prompt attention to this matter to avoid any service interruptions.

Please let us know if you require any assistance or have any questions regarding the invoice.

Thank you for your prompt cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]