

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

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

Subject: Request for Payment â€“ Invoice #[Invoice Number]

Dear [Client Name],

I hope this message finds you well. We value our business relationship and appreciate your continued support.

Our records indicate that payment for Invoice #[Invoice Number], dated [Invoice Date], with a total amount of [Amount Owed], was due on [Due Date]. As of today, the invoice remains outstanding.

We kindly request that you arrange for immediate payment of the outstanding amount to avoid any disruption to our services and to sustain smooth business operations. Attached, please find a copy of the invoice for your convenience.

If payment has already been made, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter. Should you have any questions or require further details, please do not hesitate to contact us.

Thank you for your attention to this important matter. We look forward to resolving it promptly and continuing our productive relationship.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]