

Dear [Customer's Name],

We hope this message finds you well. We are writing to remind you that the payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received.

The total amount due is [Amount]. We kindly request that you process this payment at your earliest convenience to avoid any late fees.

If you have already made the payment, please disregard this notice. If you have any questions or need assistance, feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]