

Payment Confirmation Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the payment for invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received the payment.

If you have already sent the payment, please disregard this notice. Otherwise, we kindly request that you process the payment at your earliest convenience to avoid any late fees.

If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]