

# Outstanding Freight Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. We are writing to remind you of the outstanding payment for freight services provided on [date]. The amount due is [amount], which was expected to be settled by [due date].

We kindly request that you process this payment at your earliest convenience to avoid any interruptions in services. Please find the invoice attached for your reference.

If you have already made the payment, please disregard this notice. However, if there are any issues or questions regarding this matter, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]