

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Reminder of Contractual Payment Obligation**

Dear [Recipient's Name],

This letter serves as a reminder regarding the outstanding payment that is due under the terms of our contract dated [Insert Contract Date]. According to the agreement, the payment of [Insert Amount] was due on [Insert Due Date].

As of today's date, we have not received this payment. We kindly request that you address this matter at your earliest convenience to avoid any potential penalties or disruption of services.

If you have already processed this payment, please disregard this reminder. Otherwise, we would appreciate your prompt attention to this obligation.

Should you have any questions or require further information, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]