

# Payment Request for Outstanding Invoice

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to remind you of the outstanding invoice [Invoice Number], dated [Invoice Date], which was due on [Due Date]. The total amount due is [Amount].

We appreciate your prompt attention to this matter, and we kindly request that the payment be made by [New Due Date] to avoid any late fees. Please find attached a copy of the invoice for your reference.

If you have already sent the payment, please disregard this notice. Otherwise, please let us know if you have any questions or require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]