

Payment Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the outstanding payment of [amount] that was due on [due date]. We understand that oversights happen, and we wanted to bring this to your attention.

Please make the payment by [new due date] to avoid any late fees. If you have already sent your payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company]

[Contact Information]