

Pending Payment Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This is a friendly reminder that your payment for invoice #[Invoice Number], dated [Invoice Date], is currently pending. The total amount due is [Amount Due], and the payment was originally due on [Due Date].

Please ensure that the payment is processed at your earliest convenience to avoid any late fees or service interruptions.

If you have already made the payment, please disregard this notice. Otherwise, we kindly ask you to remit payment by [New Due Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]