

Payment Reminder for Import-Export Transaction

Dear [Recipient's Name],

I hope this message finds you well. We are writing to remind you about the outstanding payment for the recent import-export transaction dated [Transaction Date], with invoice number [Invoice Number].

As of today, the amount of [Amount Due] is still pending. We kindly ask that you process this payment at your earliest convenience to avoid any late fees or disruptions in our business relationship.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could inform us of the payment timeline.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]