

Dear [Recipient's Name],

I hope this message finds you well! I wanted to reach out to gently remind you about the outstanding balance of [amount] that was due on [due date]. I completely understand that life can get busy, and it may have slipped your mind.

If you have already made the payment, please disregard this message. Otherwise, I would greatly appreciate it if you could arrange for the payment at your earliest convenience.

Thank you so much for your attention to this matter. If you have any questions or need to discuss this further, feel free to reach out.

Warm regards,

[Your Name]

[Your Contact Information]