

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the scheduled payment that was due on [Insert Due Date]. Our records indicate that we have not yet received your payment of [Insert Amount].

Please let us know if you need any assistance or if there are any issues that we can help resolve. We value your business and are here to support you.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]