

Payment Follow-Up Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding payment for your recent purchase at [Store Name]. As of today, our records indicate that the payment of [Amount Due] was due on [Due Date].

We kindly ask you to process this payment at your earliest convenience to avoid any late fees. You can make your payment online through our website or visit us in-store.

If you have already made this payment, please disregard this notice. If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your attention to this matter. We appreciate your business!

Sincerely,

[Your Name]

[Your Position]

[Store Name]

[Contact Information]