

Outstanding Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to remind you that we have not yet received payment for Invoice #[Invoice Number], which was due on [Due Date]. The total amount outstanding is [Amount].

Please let us know if you have already sent the payment or if you need any assistance regarding this matter. We value your partnership and appreciate your prompt attention to this invoice.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]