

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to remind you that the payment for invoice #[Invoice Number] dated [Invoice Date] has not yet been received. As per our agreement, the payment was due on [Due Date].

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. Please let us know if you have already sent the payment or if there are any issues we should be aware of.

Thank you for your cooperation, and we look forward to resolving this matter quickly.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]