

Dear [Recipient's Name],

This is a friendly reminder that your payment of [Amount] for [Invoice/Service/Item] was due on [Due Date]. We kindly ask that you settle this payment at your earliest convenience.

If you have already made the payment, please disregard this notice. Should you have any questions or need further assistance, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Contact Information]