

Payment Reminder

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

This is a friendly reminder regarding the outstanding payment for the services rendered on [Project Name/Description]. As of today, the total amount due is [Insert Amount], which was due on [Due Date].

We appreciate your work and understand that sometimes payment timelines can lapse. We would be grateful if you could process this payment at your earliest convenience to avoid any late fees or interruptions in services.

If you have already sent the payment, please disregard this reminder. Should you have any questions or require further details, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]