

Dear [Recipient's Name],

I hope this message finds you well. I wanted to gently remind you that the payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received.

If you have already sent the payment, please disregard this message. Otherwise, I would appreciate it if you could let me know when I might expect it. Your prompt attention to this matter is greatly appreciated.

Thank you for your understanding, and I look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]