

Payment Request for Pending Invoice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of the pending balance on Invoice #[Invoice Number], dated [Invoice Date], which remains unpaid. The total amount due is [Amount Due], and the payment was originally due on [Due Date].

As we have not yet received the payment, I kindly ask you to process it at your earliest convenience. Please let me know if you have any questions or require further information regarding the invoice.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]