

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Customer Name]

[Company]

[Address]

Subject: Payment Reminder — Invoice [INV-0001]

Dear [Customer Name],

I hope this letter finds you well. Our records show that invoice [INV-0001], dated [INVOICE DATE] for the amount of [AMOUNT], remains unpaid. Payment was due on [DUE DATE].

We understand that oversights happen, and this may simply have been missed. If payment has already been made, please disregard this letter and accept our thanks.

If the invoice is still outstanding, we would appreciate payment at your earliest convenience, and in any case no later than [FINAL DATE]. Payment can be made to [PAYMENT DETAILS]. A copy of the original invoice is enclosed for your reference.

If there is any issue with the invoice or you would like to discuss payment arrangements, please contact me directly at [PHONE / EMAIL]. We value our relationship with you and look forward to resolving this promptly.

Yours sincerely,

[Your Name]

[Job Title]

[Business Name]