

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Collection Reminder

I hope this message finds you well. We would like to remind you that the payment of [amount] for invoice number [invoice number], originally due on [due date], has not yet been received.

As a valued customer, we understand that oversights can occur. We kindly ask you to review your records and arrange for payment at your earliest convenience.

For your reference, the details of the outstanding invoice are as follows:

- Invoice Number: [invoice number]

- Amount Due: [amount]

- Due Date: [due date]

Please make your payment by [new due date] to avoid any late fees or service interruption. You can make your payment via [payment methods available].

If you have any questions or require further assistance regarding this matter, please do not hesitate to reach out to us at [contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]