

PAYMENT REMINDER

Date: _____

Dear [CUSTOMER NAME]: We hope this message finds you well. We are writing to bring to your attention an outstanding balance on your account. **Invoice Details:** Invoice Number: [INVOICE NUMBER] Invoice Date: [INVOICE DATE] Amount Due: \$[AMOUNT] Original Due Date: [DUE DATE] Days Overdue: [NUMBER OF DAYS] **Account Balance:** \$[TOTAL BALANCE] It appears that payment may have been overlooked. We would greatly appreciate your prompt attention to this matter. Our records indicate that this account is usually paid in a timely manner, and we value our business relationship with you. **Next Steps:** Please remit payment within the next 15 days. If payment has already been sent, please disregard this notice and accept our thanks. If there are any questions regarding this invoice or if you are experiencing difficulties making payment at this time, please do not hesitate to contact us. We are committed to working with you to resolve any issues and maintain our positive business relationship. **Payment can be made to:** [PAYMENT INSTRUCTIONS] Thank you for your prompt attention to this matter. We appreciate your business and look forward to continuing our successful partnership. Best regards, [YOUR SIGNATURE] [YOUR PRINTED NAME] [YOUR TITLE] [COMPANY NAME] Questions? Contact us at [PHONE] or [EMAIL]