TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Payment Reminder Letter

Dear **[NAME]**

Hope that everything is going well. We are sending you this email as a friendly reminder that invoice **[#]** which was sent on **[DATE] [#]** week from today.

Please, when you have the chance, look and let us know in case there are any doubts or questions. We are attaching the original invoice for your convenience.

We remind you that you can pay the invoice by clicking on this link, as well as by bank transfer or credit card. Don’t hesitate to get in touch with us in case we can help with anything.

Thank you,