TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Payment Reminder Email

Hello **[Recipient's first name],**

I hope that you are well. I am contacting you on behalf of **[your company]** regarding the following invoice:

**[invoice ref number]**/**[invoice balance]**

This invoice is due for payment on **[invoice due date]**. Please could you kindly confirm receipt of this invoice and advise as to whether payment has been scheduled.

I have attached a copy of the invoice for your reference. If you require any further information, please let me know.

Best regards,

**[Sender’s first name]**