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]**

This is a friendly reminder that invoice **[#]**, emailed on **[DATE]**, is due for payment today.

We have re-attached it for further reference. You can pay by credit card, bank transfer, or payment link.

Should you need any assistance, please don’t hesitate to contact us.

Thank you,