TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Friendly overdue invoice letter

Dear Richard,

Unfortunately, we still have not received your payment of $7,634 for invoice #1234. At the time of writing, your account with us is now one week overdue. You may send your payment by check via mailing the enclosed envelope, or by visiting our website and logging into our online portal.

It’s possible that you might have lost the original invoice. If that’s the case, please let me know. I’d be happy to assist you and send you another copy.

Alternatively, if you’ve satisfied your overdue balance with us by the time of receiving this letter, you may disregard this message entirely.

Thank you for your time on assisting with this matter.

Sincerely,

Bryce Jones

Owner

Best Decking Inc.