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]**

To Whom This May Concern,

We hope you are doing well, and you are satisfied with our product/service.

We are sending you this email to inform you that invoice **[#]**, sent **[DATE]**, is **[#]** week overdue.

We would highly appreciate your response confirming whether you have received the invoice.

In case the payment has already been sent, please disregard this notice.

Thank you,