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]**

We contacted you a couple of times recently regarding the outstanding amount of **[$]** for invoice **[#]**, but it appears that it hasn’t been paid yet even after **[DATE]**. This is our last reminder email.

If you have any questions or difficulties regarding the payment of the invoice, please contact us back via email or phone number at **[#]**.

If not, please settle the outstanding invoice immediately.

Thank you,