TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Payment Reminder: Invoice #01 – One Week Overdue

Hi Maria,

I hope all is well. My records indicate that I have yet to receive payment for invoice #1, totaling $1,000. The invoice was due on October 1st, making it a week overdue.

I’ve attached the invoice for your convenience. Payment can be made by direct deposit, bank transfer, or check.

Best wishes,

Rick Roberts