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]**

Hope things are going well for you. **[CONSIDER ADDING A PLEASANTRY SPECIFIC TO YOUR CLIENT.]**

This is just a quick reminder that invoice **[#]** will be coming due on **[DATE]**.

If you get a moment, please take the opportunity to look over the invoice.

I’m happy to answer any question you might have.

Thanks again for your business!

Sincerely,