TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Overdue invoice letter

Hi Richard,

I hope that you’re enjoying your new deck. Our contractors were so pleased with how it turned out, that they showed the entire office pictures upon completion of the project.

This is a friendly reminder that the due date for your invoice (#1234) for that project is one week away from its due date. Our system indicates that you should’ve received this invoice in the mail on May 20, 20XX.

If you never received the original invoice, noticed an error in the balance owed and/or have any questions for me, you can gie me a call at (123) 456-7891.

Thank you for taking the time to solve this matter.

Best Regards,

**[Signature]**

**[Your Name]**

**[Address]**