TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Payment reminder letter

Hi **[recipient first name]**

I hope you’re keeping well during this time of uncertainty.

We have yet to receive payment from yourselves of **[invoice amount owed]** in respect of our invoice **[invoice ref num]** which was due for payment on **[date due]**.

I would be grateful if you could let me know when we can expect to receive payment.

We understand this may be a difficult time for you. So alternatively, please call us on **[insert company phone number]** if you would prefer to arrange a payment plan that works for you?

Best regards

**[sender first name]**