TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Payment Reminder Letter

Hi **[Customer’s First Name]**,

We hope that you’re enjoying your **[insert product/service name]**.

At **[company name]** we take pride in making sure that all of our customers anthem with hat we provide them.

I did want to quickly mention that we haven’t received payment from you just yet. No worries, it isn’t due until **[due date]** (one week from today).

You can pay by mailing us a check at **[company address]** or online here **[link to invoice]**.

If you have any questions don’t hesitate to reply to this email or give us a call at **[support phone number]**.

Kindest Regards,

**[Your First Name]**