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]**

I hope you are doing well. I am sending this email/letter to remind you that the payment for**[DATE] [INVOICE #]** will be due next week.

I understand that you may have a lot on your plate now. However, I hope that you can find a moment of your time to go through the invoice whenever you can.

I am always available in case you have any questions.

Thank you!