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]**

This mail is to remind you that payment on invoice **[#]** for the total amount of **[$]** dated **[DATE]** is due today.

I request you to please make your payment to the bank account specified on the invoice.

Please reach out to me whenever you want regarding any questions concerning the invoice.

I’d be more than happy to clarify all your questions.

Thank you!