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]**

It has come to our attention that your account is overdue for payment.

We are not aware of any disputes or reason for non-payment; therefore, we would respectfully remind you that you have exceeded the trading terms for these outstanding amounts and we would be grateful to receive your remittance as soon as possible.

We look forward to hearing from you.

Yours sincerely