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]**

Further to my previous correspondence, I’m contacting you again on behalf of  **[COMPANY NAME]** about the following outstanding invoice:

**[INVOICE REF NUMBER]** / **[INVOICE BALANCE]**  / due date: **[DATE]**

If you need any further information or documentation to pay this invoice, please let me know so I can provide this.

Otherwise, please advise as to the status of this payment as it is now more than **[#]** days overdue.

I have attached a copy of the invoice for your reference.

Thanks for your help,