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]**

Thank you for choosing **[COMPANY NAME]**. I hope you found your purchase of our **[PRODUCT/SERVICE]**  extremely helpful.

This email is just a friendly reminder that your payment for invoice **[#]** will be due next week on **[DATE]**

You may send your payment to us via **[PAYMENT METHODS].**

If you have any questions about your payment or our contract, please don’t hesitate to let me know.

Regards,