The sender’s name  
The senders’ title in the company  
The company’s name  
The company’s’ address  
State, City, Zipcode

The date that the letter was written

The name of the person the letter is being addressed to  
Address of the person the letter is being addressed to  
State, City and the Zip code of the person the letter is being addressed to

Re: The First Reminder of Late payment

Dear (Receivers name)

This is a letter to notify you that the payment you owe, of (amount of money) was due on (date). Please submit the payment by cashier’s check along with your account number. Attached is a copy of the invoice with the amount due stated. Enclosed is also a stamped and addressed envelope should you need it.

If you have already made the payment, please ignore this letter. But if you have not yet made the payment, please do so immediately.

Thank you for making this matter a priority. Sorry for any inconvenience we might have caused.

Sincerely,  
(Senders signature)