Payment Reminder Letter Format

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this letter finds you well. We appreciate your business and the opportunity to work with you. As of today, we have not received payment for Invoice #[Invoice Number] issued on [Invoice Date] with a due date of [Due Date].

We kindly request your prompt attention to this matter. Please find the invoice details below:

Invoice Number: [Invoice Number]
Invoice Date: [Invoice Date]
Due Date: [Due Date]
Total Amount: [Total Amount]
We understand that unforeseen circumstances may arise, and we are more than willing to discuss any challenges you may be facing regarding this payment. If you have already made the payment, please disregard this letter.

To complete the payment, you can use the following details:

Payment Method: [Specify accepted payment methods]
Bank Account Details: [Provide bank account information]
Should you have any questions or concerns, please don't hesitate to contact our accounts department at [accounts department email/phone]. We value your business and would like to ensure a smooth and continued partnership.

Thank you for your prompt attention to this matter. We look forward to your timely payment.

Best regards,

[Your Full Name]
[Your Title/Position]
[Your Email Address]
[Your Phone Number]