Friendly bill collection email template

Hi [Recipient],

I hope you are doing well.

I just wanted to gently remind you about the outstanding payment of [Amount] for [Service/Product].

Please let us know if there's any issue or if you need more time to complete the payment.

Thanks for taking care of this promptly.

Get more templates here: https://www.lettersandtemplates.com/letters/bill-collection-letter