

Polite Reminder Email for Overdue Payment

Subject: Friendly Reminder: Payment Due

Hi [Customer Name],

We hope you are doing well. Our records indicate that payment of [Amount] for invoice [Invoice Number] is overdue since [Due Date]. Kindly arrange for the payment at your earliest convenience. If you have already made the payment, please disregard this message. For any questions, feel free to reach out to us at [Contact Info].

Thank you for your prompt attention.

Best regards,

[Your Name]

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