

## Heartfelt, Polite Letter

Subject: Gentle Reminder: Past Due Invoice

Dear [Client Name],

We value our business relationship and are reaching out regarding Invoice #[Invoice Number] amounting to [Amount], which remains unpaid since [Due Date]. We understand that oversights happen and kindly request your prompt attention to this payment.

We appreciate your cooperation and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Company Name]

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