

Initial Reminder Letter Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Reminder - Outstanding Invoice #[Invoice Number]

Dear [Customer's Name],

We hope this letter finds you well. We would like to bring to your attention that an invoice (#[Invoice Number]) for [Amount] remains unpaid, with a due date of [Due Date]. We kindly request that you settle this invoice at your earliest convenience.

Your prompt attention to this matter is greatly appreciated. Please make the necessary payment through the methods specified on the invoice or contact our accounts department at [Accounts Department Phone Number] if you have any questions or concerns.

Thank you for your prompt action.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

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