Formal First Collection Letter

Subject: Payment Reminder for Outstanding Balance

Dear [Customer Name],

We hope this message finds you well. Our records show that an amount of [Amount] remains unpaid for Invoice No. [Invoice Number], which was due on [Due Date]. This letter serves as a friendly reminder to settle this balance at your earliest convenience.

We understand that oversights happen, and we are happy to assist you if you are facing any issues that may delay the payment. Please make the payment by [New Due Date] to avoid additional charges or service interruptions.

You can process your payment through [Payment Method Details]. Should you need further clarification or assistance, feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[Company Name]