

Friendly but firm reminder via email

Hi [Debtor Name],

I hope you are doing well. We noticed that the payment of [Amount Owed] for [Invoice/Account Number] is still outstanding.

Please let us know if there's any issue with processing the payment. We kindly request that it be settled within the next [Number of Days] days to avoid further reminders.

Thank you for your prompt attention,

[Your Name]

[Company Name]

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