

Professional Yet Friendly Collection Letter

Subject: Outstanding Payment Notification “ [Invoice Number]

Dear [Client Name],

I hope you are doing well. Our records indicate that payment for invoice [Invoice Number], issued on [Invoice Date], remains outstanding. We kindly request you to process the payment at your earliest convenience.

Please let us know if there are any concerns or if you require a copy of the invoice. We appreciate your cooperation and value our continued business relationship.

Sincerely,

[Your Name]

[Your Company]

Get more templates here:

<https://www.lettersandtemplates.com/letters/friendly-collection-letter-template>