Lighthearted Friendly Collection Letter

Subject: Friendly Nudge â€" Payment Due

Hello [Client Name],

We hope all is well! Just a gentle reminder that the payment for invoice [Invoice Number] is still pending. We know life gets busy, so consider this a friendly poke from us.

Looking forward to your prompt action. Thanks for keeping things running smoothly!

Cheers,

[Your Name]

Get more templates here:

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