

Payment Collection Letter

Subject: Payment Collection Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention that a payment of [amount owed] for the invoice [invoice number] remains outstanding from [date of invoice]. Despite our previous reminders, we have yet to receive the payment for the goods/services provided to you. We understand that oversights can occur, and we are willing to give you the benefit of the doubt. However, it is crucial for us to resolve this matter promptly. We kindly request that you remit the outstanding payment within the next [number of days] days to avoid any further action.

To refresh your memory, the details of the invoice are as follows:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Total Amount Due: [Total Amount Due]

Due Date: [Due Date]

Please take immediate action to settle this outstanding amount. You can submit the payment through one of the following methods:

1. [Payment Method 1]
2. [Payment Method 2]
3. [Payment Method 3]

If you have already made the payment, please disregard this letter and accept our sincere apologies for any inconvenience caused. However, if you have any concerns or require clarification regarding the invoice or payment process, please do not hesitate to contact our accounts department at [phone number] or [email address].

We value your business and would like to maintain a positive relationship with you. We hope that this issue can be resolved amicably and promptly. We appreciate your immediate attention to this matter and thank you in advance for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]