

Polite Reminder Payment Follow-Up Letter

Subject: Payment Reminder for Invoice [Invoice Number]

Dear [Client Name],

This letter serves as a polite reminder regarding the pending payment of [Amount] for invoice [Invoice Number], originally due on [Due Date]. We would greatly appreciate your prompt action in settling this outstanding balance.

Please contact us if you have already processed the payment or require any clarification regarding this invoice.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Contact Information]

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