

Professional First Reminder

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Client Name],

I hope this message finds you well. I am writing to remind you that payment for Invoice #[Invoice Number] dated [Date] in the amount of \$[Amount] is now [Number] days past due.

The original payment terms were [Payment Terms], and the due date was [Due Date]. We understand that oversights can happen and wanted to bring this to your attention in case it was missed.

Please remit payment at your earliest convenience. If you have already sent payment, please disregard this notice and accept our thanks. If there are any issues or questions regarding this invoice, please contact me immediately so we can resolve them promptly.

We value our business relationship and look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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