

[Your Name]
[Your Company Name]
[Your Address]
[Date]

[Recipient Name]
[Recipient Address]

Subject: Payment Reminder - Trial Period Ending Soon

Dear [Recipient Name],

We hope you have been enjoying your trial of [Product/Service Name]. Our records show that your trial period is scheduled to end on [Date].

To ensure uninterrupted access to your account and continue using our features, please provide your payment information or complete the outstanding invoice of [Amount] by [Due Date].

Account Details:

Account ID: [Account ID/Email Address]
Amount Due: [Currency/Amount]
Due Date: [Date]

You can make a payment by clicking the link below or logging into your account dashboard:

[Link to Payment Portal]

If you have already made this payment, please disregard this notice. If you have any questions regarding your subscription or the billing process, please contact our support team at [Support Email/Phone Number].

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department]
[Company Name]