

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Subject: Reminder - Outstanding Payment for Invoice #[Invoice Number]

Dear [Debtor Name],

This is a friendly reminder that according to our records, your payment for invoice #[Invoice Number], dated [Invoice Date], is now past due. The total outstanding balance is \$[Amount].

We understand that sometimes invoices can be overlooked. If you have already sent your payment, please disregard this letter. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

Payment Details:

Invoice Amount: \$[Amount]
Due Date: [Original Due Date]
Methods of Payment: [Insert Payment Instructions/Link]

If you are experiencing any difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] so we can discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]