

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

Subject: Reminder regarding your promise to pay - Invoice #[Invoice Number]

Dear [Customer Name],

I am writing to you regarding our recent conversation on [Date of Conversation], during which you promised to make a payment of \$[Amount] by [Agreed Upon Date].

As of today, we have not yet received this payment. We understand that things can be overlooked, but we would appreciate it if you could fulfill this commitment as soon as possible to keep your account in good standing.

If you have already sent the payment, please disregard this notice. Otherwise, please remit the balance immediately via [Payment Method].

If there is a reason for this further delay, please contact me at [Your Phone Number] or [Your Email Address] so we can discuss the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]