

Payment Reminder Letter Format for Business Clients

Your Company Name

Your Company Address
City, State, ZIP Code
Phone: (Your Phone Number)
Email: (Your Email Address)
Date: [Insert Date]

To:

Client Name
Client Company Name
Client Address
City, State, ZIP Code

Subject: **Payment Reminder for Invoice #[Invoice Number]**

Dear [Client Name],

We hope this message finds you well. We are writing to remind you that, according to our records, the payment for Invoice **#[Invoice Number]**, dated **[Invoice Date]**, remains outstanding. The payment of **[Amount Due]** was originally due on **[Due Date]**.

We kindly request you to process the outstanding payment at your earliest convenience. The details of the invoice are as follows:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Amount Due:** [Amount Due]
- **Due Date:** [Due Date]
- **Payment Reference:** [Reference or PO Number, if applicable]

If payment has already been made, please disregard this notice. Otherwise, we would appreciate it if you could settle the outstanding balance by **[New/Specified Date]** to avoid any late fees or interruption of services.

Should you have any questions or concerns regarding this payment, please feel free to contact us directly. We value your partnership and look forward to continuing our successful relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

This is a courtesy reminder. Thank you for your prompt attention to this matter.