

This **reminder business letter for pending payment follow-up** serves as a professional and courteous communication to clients or customers regarding overdue invoices. It emphasizes the importance of timely payment, outlines the outstanding amount, and provides details for payment options to facilitate prompt resolution. This letter helps maintain positive business relationships by gently reminding recipients of their payment obligations while encouraging immediate action to avoid any further delays or misunderstandings.

## Sample Letter

[Your Company Letterhead]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

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

Dear [Client's Name],

We hope this message finds you well. We would like to remind you that payment for invoice #[**Invoice Number**] dated [**Invoice Date**] in the amount of \$[**Amount**] remains outstanding as of today. According to our records, the payment was due on [**Due Date**].

We kindly request that you arrange for the payment at your earliest convenience. For your reference, please find the invoice details below:

- Invoice Number: [Invoice Number]
- Invoice Amount: \$[Amount]
- Due Date: [Due Date]
- Outstanding Balance: \$[Amount]

You may make the payment via [Payment Methods Accepted, e.g., bank transfer, check, online payment portal, etc.]. If payment has already been made, please disregard this notice. Otherwise, kindly let us know if there are any issues or additional information required to process your payment.

Maintaining a positive business relationship with you is important to us, and we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]