

Friendly Payment Reminder Letter Template

A **friendly payment reminder letter** is a courteous communication sent to customers or clients to gently remind them of an outstanding invoice or payment due date. This letter aims to maintain positive business relationships while prompting timely payment. A well-structured friendly payment reminder includes a polite greeting, a clear mention of the invoice details, the amount owed, the due date, and a request for prompt payment. It may also offer assistance or a contact point for any payment-related queries. Below is a sample format of a friendly payment reminder letter to help businesses efficiently manage accounts receivable while preserving goodwill.

Sample Friendly Payment Reminder Letter Format

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Business Name]

[Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We would like to gently remind you that invoice #**[Invoice Number]**, dated **[Invoice Date]**, for the amount of **[Amount Due]** is due on **[Due Date]**.

If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask you to arrange for the payment at your earliest convenience.

Should you have any questions, concerns, or require a copy of the invoice, please feel free to contact us at **[Contact Information]**. We are happy to assist you in any way we can.

Thank you for your attention to this matter and for your continued business.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]

Tip: Adjust the tone and details as necessary to suit the specific customer and context. Maintaining a friendly and professional approach helps foster positive long-term relationships.