

Follow Up Business Letter Template for Unpaid Bill Collection

This **follow up business letter template for unpaid bill collection** provides a professional and courteous framework to remind clients about overdue payments. It emphasizes clear communication, polite language, and a structured approach to requesting payment while maintaining positive customer relationships. The template helps businesses effectively address unpaid invoices, reduce payment delays, and ensure timely cash flow without damaging client trust or reputation.

[Your Company Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State ZIP Code]

Subject: Follow-Up on Overdue Invoice #[Invoice Number]

Dear [Client Name],

I hope this message finds you well. We are writing to remind you that Invoice #[Invoice Number], issued on [Invoice Date], in the amount of [Invoice Amount] remains unpaid as of today. According to our records, the payment was due on [Due Date].

We value our relationship with you and understand that oversights happen. If you have already made the payment, please disregard this letter. Otherwise, we kindly request that the outstanding balance be settled at your earliest convenience.

For your reference, a copy of the invoice is enclosed/attached. If you have any questions regarding this bill or require any further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We appreciate your business and look forward to continuing our positive relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]