

# Sample Business Letter for Late Payment Reminder to Customer

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

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

Subject: **Friendly Reminder: Outstanding Invoice Payment**

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that, according to our records, payment for the following invoice is now overdue:

Invoice Number	Invoice Date	Amount Due	Due Date
[Invoice Number]	[Invoice Date]	[Amount Due]	[Due Date]

We kindly ask that you arrange payment of the outstanding balance as soon as possible. If you have already sent payment, please disregard this notice. Otherwise, we would appreciate it if you could confirm the status of this payment or notify us if there are any issues with this invoice.

Prompt payment will help us continue to provide you with the highest level of service. If you need any assistance or wish to discuss payment terms, please feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

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