[Company name]

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Payment Reminder - First Notice

Polite reminder for an overdue invoice

Date: [date]

To: [Customer name]

Re: Invoice [invoice number] dated [invoice date] - [amount] [currency], due [due date]

Letter

Dear [Customer name],

We hope you are well. This is a friendly reminder that invoice [invoice number] for [amount] [currency] was due on [due date] and appears to be outstanding.

If you have already paid, please ignore this letter - and thank you. If payment is on its way, no action is needed.

Otherwise, we would appreciate payment within the next [7] days. If there is a problem with the invoice, please contact us straight away at [phone/email] so we can resolve it.

Thank you for your business.

Kind regards,

[Your name]

[Job title], [Company name]

[Phone] · [Email]