Overdue Payment Collection Reminder Letter

[Company Name]

[Address]

[Date]

[Recipients Name]

[Company Name]

[Address]

Dear Sir,

We are writing to inform you that you placed an order with us for [products/services]. The invoice for this order was sent to you whom had to be paid on [date]. Unfortunately, we did not receive the payment yet. We just thought to give you a polite reminder in case you forgot to make the payment.

Your outstanding balance is [amount] against the invoice [number]. We are looking forward to receive the payment in next 10 days. You can contact us on [number] and advise us as to when should we expect to receive your payment. You also discuss with us, if you wish to make other financial arrangements.

We are accepting payments from debit as well as credit cards also.

If you have already sent your payment and we have not received it yet, we would like to thank you and also accept our apologies for any inconvenience this letter may have caused.

Sincerely,

[Manager Name]