

# Payment Collection Reminder

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the total amount of [Amount] remains unpaid.

Please make the payment by [New Due Date] to avoid any late fees or disruptions to your account. If you have already made the payment, please disregard this notice.

If you have any questions or need assistance, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]