

Payment Reminder

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

This is a friendly reminder regarding the outstanding payment of [Amount] for invoice [Invoice Number] dated [Invoice Date], which was due on [Due Date].

We understand that oversights can happen, and we kindly request that you process the payment at your earliest convenience. Please find the payment details below:

Bank Name: [Bank Name]

Account Number: [Account Number]

SWIFT/BIC: [SWIFT/BIC Code]

Reference: [Invoice Number]

If you have already made the payment, please disregard this reminder. Should you have any questions or concerns regarding this matter, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]