

Payment Reminder

Dear [Client's Name],

This is a friendly reminder regarding the initial payment of [amount] that was due on [due date]. Our records indicate that this payment has not yet been received.

Please arrange for this payment at your earliest convenience to avoid any late fees. If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. If you have any questions or concerns, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]