

Reminder for Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This is a reminder regarding the outstanding balance of [Amount] on your account with [Your Company Name], which was due on [Due Date]. Despite our previous communications, we have not yet received payment or any response from you.

Please be aware that if we do not receive payment within [Number of Days] days from the date of this letter, we may have to escalate this matter to a third-party collection agency.

We urge you to contact us at [Your Phone Number] or [Your Email Address] to discuss this matter further or to arrange for payment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]