April 9, 2021

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: courtesy reminder of late payment**

Dear [Contact name],

This is to remind you that your payment of [Amount owed], pursuant to our invoice dated [Invoice date], has not arrived by the date required. We are sure that this is an oversight and ask that you please send it today in the enclosed self-addressed envelope.

If you have already sent your payment to us, please accept our thanks. If you have any questions, please feel free to call the undersigned at [phone number].

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

This email is intended only for the person to whom it is addressed and/or otherwise authorized personnel. The information contained herein and attached is confidential and the property of [SENDER]. If you are not the intended recipient, please be advised that viewing this message and any attachments, as well as copying, forwarding, printing, and disseminating any information related to this email is prohibited, and that you should not take any action based on the content of this email and/or its attachments. If you received this message in error, please contact the sender and destroy all copies of this email and any attachment. Please note that the views and opinions expressed herein are solely those of the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this email and attachments for the presence of viruses. No warranties or assurances are made in relation to the safety and content of this email and attachments. [SENDER] accepts no liability for any damage caused by any virus transmitted by or contained in this email and attachments. No liability is accepted for any consequences arising from this email.