[Name of Recipient]

[Address of the Recipient]

Date:

**Subject: Invoice Collection Reminder to Customer**

Dear Mr. / Mrs. [Name of the Recipient],

For the last few years, you have become one of our regular and valued customers as you often shop from us and appreciate the quality of our products. It is your quality that you have always paid your bills even before the due date.

However, a sum of [mention Amount] is somehow unpaid and is already [mention Number of Days] days past due. The details of the aforementioned sum are:

Invoice Number:

Date:

Amount:

Description of Products/Services:

This letter is just to remind you that the company has not received any payment regarding the mentioned invoice. So, it will be great if you make the payment for this invoice as soon as possible. However, if you have already paid for this invoice, make sure to let us know via a call or a letter.

Feel free to contact us for any information or query.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]