[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: Collection Reminder for Unpaid Amount**

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

I am writing this letter on behalf of your creditor [mention Name of the Organization or Individual] to remind you to pay the unpaid amount of [mention Amount] to the creditor. The details of the unpaid amount are:

Invoice Number:

Date:

Amount:

Description of Products/Services:

The above-mentioned invoice was due on [mention Date] and is currently overdue by [mention Number of Days] days. The company has not received any amount in this respect and that’s why the invoice is considered unpaid.

So it is requested that you clear the unpaid amount owed to the company as early as possible. For any queries or details, feel free to reach us via the given contact details.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]