

Reminder Collection Letter

[Your Name or Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Reminder: Payment Due for [Invoice/Account Number]

Dear [Recipient's Name],

This is a **reminder** regarding your outstanding payment for [invoice/account number or services rendered]. Our records indicate that the amount of [amount due] remains unpaid as of today. The original payment was due on [due date].

To avoid any late fees or disruption in services, we kindly ask that you settle the payment by [new due date]. Please find the payment details below for your convenience:

Amount Due: [Amount]

Due Date: [New Due Date]

Payment Method: [Provide details on how to pay]

If you have already made this payment, please disregard this notice.

Otherwise, we appreciate your prompt attention to this matter. Should you have any questions or require assistance, feel free to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title (if applicable)]

[Your Company (if applicable)]

[Contact Information]