

Letter To Client Requesting Payment

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

I am writing to you today to follow up on the following Invoice Numbers:

At the time of writing this letter your current outstanding balance that is past due for the above listed Invoice Numbers is \$_____.

If you wish to keep your account in good standing and to avoid additional late fees, please send your payment in full immediately or contact me at the above listed phone number. If I do not receive the payment or hear from you by ___/___/___ to make arrangements to pay the past due balance I will have to take legal action. If you have already submitted the payment for the entire balance that is past due please disregard this letter requesting payment.

If you have any questions about this notice please let me know at the phone number listed above. Thank you for your prompt attention to this issue. I look forward to your timely reply.

Best regards,
[Your Signature]