

Payment Request Letter Examples for Different Phases of the Reminder Process

While it is good to have a draft to use as reference, it's important to know that every client is different, therefore you should never use the same payment reminder letter for different clients or different situations.

For example, the first reminder should be friendly and courteous. This letter is basically assuming that the client forgot about the invoice and you are politely reminding them of the amount due. If the client still has not paid the invoice after the first letter has been sent, a follow-up letter must be sent. The tone of this letter should focus on potential consequences if the payment is not received in a timely manner.

Payment Request Letter Example 1

Name of Sender

Name of Company/Business

Address of Business

City, State, Zip Code

DATE

Name of Person who owes payment

Address of Person who owes payment

City, State, Zip Code

Re: First Reminder for Late Payment

Dear _____,

A review of our records indicates that your account, ACCOUNT NUMBER is # OF DAYS past due. The payment amount of ___ was due on DATE. Kindly submit this payment promptly. Please be sure to include your account number in order to facilitate proper processing. Acceptable payment methods are _____.

If you have already submitted your payment for processing, please disregard this notice. However, if the payment has not been made, kindly do so immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Sender's First and Last Name]

Payment Request Letter Example 2

Name of Sender

Name of Company/Business

Address of Business

City, State, Zip Code

DATE

Name of Person who owes payment

Address of Person who owes payment

City, State, Zip Code

Re: Final Reminder for Late Payment

Dear _____,

Outstanding account: \$10,000

Charges for late payment: \$100

Charges of interest: \$1,000

Outstanding due: \$11,100

Kindly reference the letters that were sent to you on DATE and DATE requesting your payment of the amount owed on account NUMBER. This payment is # OF DAYS overdue. Due to the delay, we have charged your account a late fee and interest payments, totaling \$11,100 owed.

If we do not receive the payment in full including fees and interest by the end of the month, we will regrettably have to turn to a collections agency for assistance. If the collections agency fails to recover the full amount, we will be forced to cancel your account.

Please regard this matter as urgent and make the payment immediately to settle the account. If you have already sent the payment, please disregard this notice.

Sincerely,

[Signature]

[Sender's First and Last Name]