**[Company Name]  
[Address: City, STATE, Zip]**

**Date:**

**Re. A Gentle Reminder of the Due Payment Which Was to be Paid on 23-02-20XX Concerning the Purchase of Hoovers for the Mega Store, CA**

Dear [Name],

This is Simon Erick, the Assistant Finance Manager from the High Street Manufacturers, San Diego, California. I am writing this letter to you to give a gentle reminder of the due payment you owe to our company with reference to invoice no. 309-C (please find the copy enclosed). This reminder means to remind and elaborate on the inconvenience that might cause due to the concerning delay.

The payment is related to the order of the hoovers for the Mega Store branch no. 10 (Bile Road branch) of your company. The said project was signed on 11th December 20XX and the delivery was to be made on 30th January 20XX which was delayed because of the unavailability of courier services for the sake of delivery due to strict lockdown in the state. Therefore, the order was dispatched on 20th February 20XX and delivered on 22nd February 20XX. The remaining payment was $40000 which was to be paid on 23rd February 20XX. Till the day I am writing this to you (8th March 2021), the due payment has not been paid yet.

To make the payment convenient for you I have attached the company’s official account details and the method of payment. The long-overdue needs to be paid before 13th March 20XX to avoid any inconvenience further. Please refer to invoice no. 309-C for further details or call us at +[X] for any queries. We would highly appreciate it if you submitted the said amount before 13th March 20XX.

Thank you in anticipation.

Regards  
Simon Erick  
Assistant Finance Manager  
 High Street Manufacturers  
 37-C Jowl Raw Street, M3 Industrial State Town  
San Diego, California  
USA.