Date:

Dear [Client Name],

This letter is as a reminder to inform you that you still have an unpaid invoice (tell its number) that has a total amount of (state amount). This was due on (date).

We hope that you will make the payment as soon as possible and not later than the (deadline date) so that we can keep on providing you with our services and to avoid any late payment charges.

Ignore this message if the payment has already been done.

If you have any issues, feel free to contact us on (tell contact number). Thank you for doing business with us.

Best Regards.

[Your Name]  
[Business Name]  
[Business Address]