*Name of Sender
Name of Company or Business
Address of Business
City, State, Zip Code

DATE

Name of Person who owes payment
Address or Person who owes payment
City, State, Zip Code

Re: First reminder for late payment

Dear Name of Person,

This letter is to formally notify you that the payment owed by you on account NUMBER is past due. The payment of AMOUNT was due on DATE. Kindly submit this amount by cashier’s check along with your account number in return mail. Enclosed is a copy of the invoice that was sent to you with the amount due highlighted. I have also enclosed a stamped, addressed envelope for your convenience.

If your payment has already been sent or remitted by credit card, please disregard this letter. However, if you have not yet made payment, kindly do so immediately.

Thank you for attending to this matter as soon as possible.

Sincerely,
Signature of Sender
List of enclosures*