

POLITE FIRST REMINDER LETTER FOR A GOOD CUSTOMER

Dear {client};

You have been a valued customer for many years, and you have always been conscientious about paying your bills within the 30-day payment period. This is just a reminder that your payment of {amount} for invoice # {0000} has not been received by our office. If you forgot to mail us your payment, please send it today. If you have already mailed your check, please disregard this notice.

As always, if you have any questions or problems feel free to contact us at {phone number} or {email address}.

Sincerely,
{Your Name}
{Your Title}

COLLECTION LETTER - FIRST NOTICE 30 DAYS LATE

Dear {client};

We know that life can sometimes be difficult and staying on top of invoices is not always easy. That's why we wanted to send you a friendly reminder regarding invoice # {000} in the amount of {\$.00} that is currently past due.

If you experienced an issue with your order, please do let us know. If you have any questions regarding this invoice, please call us at {phone} or contact us via {email}.

We value your business and are here to help you. If your payment has already been submitted, we thank you and please disregard this notice.

Sincerely,
{Your Name}