[Name of Recipient]

[Address of Recipient]

Date:

**Subject: First Collection Letter**

Dear Mr. / Mrs. [Name of the Recipient],

This is a friendly reminder to you that invoice no. [Mention Invoice Number] of [mention Amount] is due on your account. This invoice is currently overdue by [mention Number of Days]. The invoice was originally generated on [mention Date].

You are a valuable customer to us who always paid on time. We realize that it might be an oversight. So, it will be great if you make the payment as soon as possible. Feel free to contact us for any details or queries. Also, please find attached to this letter a copy of the original invoice.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]