[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Payment Collection Reminder for Services**

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

This letter is to remind you that your company [mention Name of the Company] acquired our services for interior decoration of your new office as at [mention Date]. A sum of [mention Amount] is due in respect of the services provided. Following are the details of the outstanding amount:

Invoice Number:

Invoice Date:

Invoice Amount:

As of this day, the above-mentioned invoice is [mention number of Days] days past due. We realize that you have not done it intentionally but we felt responsible for reminding you about the undue amount. We hope that you will clear our dues within the next [mention Number of Days].

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]