**SampleCompany, Inc.**

SampleCompany, Inc. – Sample St. X – 12345 SampleTown

Quote No.:

5678-9

Customer No.:

9999

Contact Person:

Maria Samplewoman

Max Sampleman

Sample Road 1

12345 SampleTown

Place, Date

**Payment Reminder**

| Invoice No. | XX | from | XX.XX.XXXX | Customer No. | XXXXXXX |
| --- | --- | --- | --- | --- | --- |

Dear Mrs. Samplewoman,

We have unfortunately not been able to locate any payment for the attached/aforementioned invoice as of today. We're sure this must be an oversight. We have enclosed a copy of the invoice dated XX/XX/XXXX with this letter.

Please transfer the due amount of $XX.XX, without any deductions, to the bank account below.

If you have already made the payment in the meantime, please disregard this letter.

Best Regards,

First Name Last Name