

ABC Corporation Ltd.
1234 Main Street
City, State ZIP Code

June 20, 2024

Mr. John Doe
XYZ Enterprises
5678 Market Avenue
City, State ZIP Code

Subject: Formal Payment Reminder for Invoice #INV-2024-102

Dear Mr. Doe,

We wish to remind you that payment for the invoice referenced above, dated May 15, 2024, for the amount of \$5,200 remains outstanding.

According to our records, the payment was due on June 1, 2024. We kindly request that you make the payment at your earliest convenience to avoid any potential late charges or disruption of services.

Please find the invoice attached with this letter. If you have already sent the payment, please disregard this reminder. If you have any questions or require further clarification, feel free to contact our accounts department at (123) 456-7890 or email accounts@abccorp.com.

Thank you for your prompt attention to this matter.

Sincerely,

Emily Smith
Accounts Manager
ABC Corporation Ltd.

Important Notes:

- Always include accurate invoice and account details.
- Maintain a professional and courteous tone throughout the letter.
- Specify the due date and any consequences of late payment.
- Provide clear contact information for queries or clarifications.
- Keep a record of all communication for future reference.