

# SMS Format for Payment Reminder to Customer

One-Page Document Sample

## Sample SMS Content:

Dear [Customer Name],

This is a reminder that your payment of [Amount] for Invoice [Invoice Number] is due on [Due Date]. Kindly make your payment at the earliest to avoid late charges.

For queries, please contact us at [Contact Number].

Thank you.

[Your Company Name]

## Template with Placeholders:

Dear <Customer Name>,

Your payment of <Amount> for invoice <Invoice Number> is due on <Due Date>. Please pay promptly to avoid late fees.

For assistance call <Contact Number>.

Thank you,

<Company Name>

## Important Notes:

- Customize the placeholders (e.g., <Customer Name>, <Amount>) with accurate details before sending.
- Keep the SMS short and clear to ensure it is fully displayed on all devices.
- Always include a contact number for customer queries or clarifications.
- Comply with regulations and obtain customer consent before sending payment reminders via SMS.
- Check for errors in dates and amounts before dispatching the message.