**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am writing to you on behalf of {Company} to remind you that you have an outstanding debit of {amount} which was due to us on {date}. Please either pay your bill as soon as possible via {list payment methods} or respond promptly to let us know when you will be able to pay.

If you need to be a few days late, it is not a problem – just let us know what’s going on so our accounting department will be clear with everything.

Thank you!

**[Write Complete Name Here]**

[Contact]