

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name/Accounts Payable]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: Outstanding Invoice [Invoice Number] and Billing Method Verification**

Dear [Recipient Name],

This letter is a friendly reminder regarding the outstanding balance on invoice #**[Invoice Number]**, which was issued on [Date Issued]. According to our records, the payment of **[\$Amount]** is currently overdue.

We kindly request that you settle this balance at your earliest convenience. If you have already sent the payment, please disregard this notice.

To ensure our future transactions are as efficient as possible, we would also like to verify your preferred billing method. Please let us know if you prefer to receive invoices via:

- Email (PDF)
- Physical Mail
- Online Payment Portal
- Other: [Please Specify]

Furthermore, please confirm your preferred payment method (e.g., ACH/Direct Deposit, Check, or Credit Card) so we can provide the necessary banking details or links.

I have attached a copy of the invoice to this letter for your reference. If there are any discrepancies or if you are experiencing difficulties with the payment process, please contact us immediately so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]