**LETTER TO CLIENT FOR MAKING PROMPT PAYMENT**

To,

Recipient

Address

Contact

DearSir/Madam,  
  
Our records indicate that you have an outstanding balance of [Amount] with a due date of [xx/xx/xxxx]. We have yet to receive this payment. Please find a copy of the invoice enclosed for your ready reference and records.  
  
If this amount has already been paid and sent, please disregard this notice and we apologize for any inconvenience. Otherwise, please forward us the amount stated above that is past due by [xx/xx/xxxx].   
  
Thank you for your cooperation regarding this matter in the hardship our company is facing due COVID-19. We sincerely hope we can continue doing business together in the future.  
  
Sincerely,