

# YOUR COMPANY LETTERHEAD

January 10, 2018

John Smith, President  
ABC Corporation  
123 Main Street  
Some Town, New Jersey 07000

**Re: Open Balance of \$15,000.00**

Dear Mr. Smith or Dear John:

Please accept this as a friendly reminder. Enclosed is a copy of our invoice dated October 10, 2017 for \$15,000. Our records show the balance is open.

Since our sales terms are Net 30, the invoice was due two months ago. Please be so kind as to pay it within ten days.

If you have any questions or concerns about the invoice, please call and ask for me directly. We value you as a customer and appreciate your business.

Very truly yours,

*Your Name*

Enclosure