

# Friendly Collection Email Sample

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## **Subject: Reminder for Outstanding Amount**

Dear Mr. / Mrs. [Name of the Recipient],

As per our customer accounts statement, I have noticed that a sum of [mention Amount] is past due on your account with our company [mention Company Name]. As of now, the amount is currently overdue by [mention Number of Days]. Here are the particulars of the said amount:

Invoice Number:

Invoice Date:

Invoice Amount:

Description:

Being our loyal associate for many years, we know that the said amount might have been overlooked. This email is just a friendly reminder so that you actually know about the invoice that is due to be paid.

We expect that now you will pay this outstanding amount within the next [mention Number of Days] days. However, if you have already paid the aforesaid amount or have remitted it already, then please ignore this email. Feel free to contact us for any details or queries.

Thanking you in anticipation.

Respectfully,

[Sender Name]

[Sender Designation]

[Contact Details]