

# Payment Reminder Letter

A friendly first nudge asking someone to pay money that is due, keeping the tone warm and the request unmistakably clear.

SAMPLE · finsafe.space

## 1. Friendly opening

A warm first line that fits the relationship, before any mention of money.

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## 2. The reminder

One clear sentence stating the amount and the date it was due.

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## 3. Assumption of good faith

A light acknowledgment that the person is busy and payments slip minds.

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## 4. How to pay

The account or payment method that makes paying take under a minute.

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## 5. Suggested date

A gentle proposal for when the payment could be made, such as by this Friday.

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## 6. Open door

An invitation to reply if there is a problem, signalling that talking is welcome.

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## 7. Sign-off

A friendly close with your name and the date.

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Signatures — A

Date: \_\_\_\_\_

\_\_\_\_\_  
Signatures — B

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness signature

Date: \_\_\_\_\_

PREVIEW