**Polite First Reminder Letter for a Good Customer**

Dear {client}.

You have been a valued customer for many years, and you have always been conscientious about paying your bills within the 30-day payment period. This is just a reminder that your payment of {amount} for invoice # {0000} has not been received by our office. If you forgot to mail us your payment, please send it today. If you have already mailed your check, please disregard this notice.

As always, if you have any questions or problems feel free to contact us at {phone number} or {email address}.

Sincerely,

{Your Name}

{Your Title}