

Creative Collection Letter

Subject: Let's Settle Invoice [Invoice Number] Easily

Dear [Client Name],

We value your business and want to keep our relationship strong. Invoice [Invoice Number] for [Amount] is still outstanding, and we'd like to resolve this quickly.

To make it easy, you can pay via [Payment Methods], or contact us if you need a payment plan.

Settling this promptly helps avoid unnecessary fees and maintains a smooth partnership.

Thank you for your cooperation.

Warm regards,

[Your Name]

[Position]

[Company Name]

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