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# Payment Reminder Sequence

India SMB

Document type: Letter / notice · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Creates a graduated set of payment reminders from gentle to final notice (WhatsApp, email and call scripts, English + Hindi) timed by how overdue the invoice is. Use this to chase an unpaid invoice politely but firmly; for a single strong letter use the Customer Non-Payment Letter, and to file for recovery use the MSME Samadhaan Complaint Guide.

## Purpose of this tool & output

We draft a polite-to-firm series of reminders to get you paid

## How the output is used

Send the polite-to-firm reminder sequence to get paid on time without souring the customer relationship.

## Who receives it

The customer who owes the outstanding amount.

## How to submit / file it

Send the staged reminders by WhatsApp/email/SMS on a schedule; keep a record of each.

## Who should vet it

A lawyer, only before the final firm/legal-notice stage.

## Important cautions

Keep records of all communication.

## Companion documents

- Customer Non-Payment Letter
- MSME Samadhaan Complaint Guide
- Settlement Offer Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.