

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Reminder: Payment for Invoice #[Invoice Number] is Overdue**

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date]. According to our records, the outstanding balance is \$[Amount Due].

We understand that payment deadlines can sometimes be missed. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

Payment can be made via [List Payment Methods, e.g., online portal, check, or bank transfer].

If you are experiencing any issues with the payment process or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]