

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Friendly Reminder: Overdue Account Status for Invoice #[Invoice Number]

Dear [Recipient Name],

This is a friendly reminder that your account with [Company Name] is currently past due. According to our records, we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

The outstanding balance is: **#[Amount Due]**

We understand that things can get busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice and thank you for your business.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Mention Payment Method: Online Portal/Check/Bank Transfer].

If you have any questions regarding this invoice or if there is anything we can do to assist you, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]