

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: First Notice: Outstanding Balance for Invoice #[Invoice Number]

Dear [Client Name],

This is a friendly reminder that your account currently shows an outstanding balance of \$[Amount Due]. This amount was due on [Original Due Date] for the following services: [Brief Description of Work].

According to our records, we have not yet received payment for invoice #[Invoice Number]. We understand that things can get busy, and this may have simply been overlooked.

Please find a copy of the original invoice attached to this correspondence. You can submit payment via [List Payment Methods, e.g., PayPal, Bank Transfer, Check].

If you have already sent the payment, please disregard this notice. If you have any questions regarding the invoice or if there is any reason payment might be delayed, please contact me as soon as possible so we can resolve the matter.

Thank you for your prompt attention to this balance.

Sincerely,

[Your Name]