

[Your Name/Business Name]  
[Your Address]  
[Your Email]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]

**Subject: Payment Reminder - Invoice #[Invoice Number]**

Dear [Client Name],

This is a friendly reminder that payment for Invoice #[Invoice Number], issued on [Date], is now overdue. According to our records, the balance of \$[Amount] was due on [Due Date].

I understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice.

Otherwise, please arrange for payment at your earliest convenience. For your reference, I have attached a copy of the original invoice to this email. Payment can be made via [Your Preferred Payment Method].

If you have any questions regarding the invoice or if there is any issue preventing payment, please let me know so we can resolve it quickly.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Portfolio/Website]