

[Your Name/Business Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

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

Dear [Client Contact Name],

This is a friendly reminder that payment for Invoice #[Invoice Number], issued on [Date Issued], is now overdue. According to my records, the payment was due on [Due Date].

The total outstanding balance is \$[Amount].

I understand that invoices can sometimes be overlooked. If you have already sent the payment, please disregard this letter. Otherwise, I would appreciate it if you could settle the balance at your earliest convenience.

I have attached a copy of the original invoice to this letter for your reference. Payment can be made via [Your Preferred Payment Method, e.g., Direct Deposit, PayPal, Check].

Thank you for your prompt attention to this matter and for the opportunity to work with you.

Sincerely,

[Your Signature]

[Your Printed Name]