

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

[Date]

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

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

Dear [Client Contact Name],

I hope you are having a productive week.

This is a friendly reminder that payment for invoice #[Invoice Number], which was issued on [Date of Invoice], is now overdue. According to my records, the total amount of [Currency and Amount] was due on [Due Date].

I have attached a copy of the invoice to this email for your convenience. Please let me know if you have already sent the payment or if there are any issues regarding the invoice that I should be aware of.

Payment can be made via [Your Preferred Payment Method, e.g., Bank Transfer/PayPal].

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]