

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

[Date]

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

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

Dear [Client Name],

This is a friendly reminder that invoice #[Invoice Number], issued on [Date Issued], is now past due. According to my records, the payment of [Amount Due] was expected by [Due Date].

I have attached a copy of the invoice to this email for your convenience. Please let me know if there are any issues with the invoice or if you require any further information to process the payment.

If you have already sent the payment, please disregard this message.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]