

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

[Date]

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

Subject: Outstanding Payment for Invoice #[Invoice Number]

Dear [Client Name],

This is a friendly reminder that payment for invoice #[Invoice Number], issued on [Date of Invoice], is now overdue. According to my records, the outstanding balance is [Amount].

I have attached a copy of the original invoice to this letter for your convenience. The services provided included: [Brief Description of Services].

Please arrange for payment to be made via [Your Preferred Payment Method, e.g., Bank Transfer/PayPal] by [Due Date/Immediately].

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

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]