

Subject: Follow-up: Invoice #[Invoice Number] - [Your Name/Business Name]

Dear [Client Name],

I hope you are having a productive week.

This is a friendly reminder that payment for invoice #[Invoice Number], which was sent on [Date Sent], is now past due. According to my records, the original due date was [Due Date].

The total outstanding balance is \$[Amount Due].

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 billing or if you have any questions regarding the work completed.

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

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Portfolio/Website]

[Your Phone Number]