

**Subject:** Payment Reminder: Invoice [Invoice Number] for [Company Name] Supplies

Dear [Contact Name],

This is a friendly reminder that payment for invoice #**[Invoice Number]**, issued on [Date], is now due. This invoice covers the supply of [Type of Supplies/Materials] delivered on [Delivery Date].

**Invoice Details:**

Invoice Number: [Invoice Number]

Amount Due: [Amount]

Due Date: [Due Date]

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

For your convenience, I have attached a copy of the invoice to this email. Please let us know if you have any questions regarding this statement.

Thank you for your business.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]