

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

**Subject: Courtesy Reminder: Outstanding Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

This is a friendly reminder that our records show an outstanding balance of [Amount] for invoice #[Invoice Number], which was due on [Due Date].

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice.

If the payment has not yet been made, we kindly ask that you settle the balance at your earliest convenience. For your reference, I have attached a copy of the invoice to this letter.

Payment can be made via [Mention Payment Methods, e.g., Bank Transfer, Credit Card, Check].

If you have any questions regarding this invoice or if there is any way we can assist you, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for your continued business.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Title]