

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Reminder - Outstanding Balance for Invoice #[Invoice Number]**

Dear [Customer Name],

This is a friendly reminder that according to our records, your account currently has an outstanding balance of \$[Amount Due]. This balance relates to Invoice #[Invoice Number], which was due on [Due Date].

We understand that payment deadlines can sometimes be overlooked. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Payment Method: e.g., Credit Card, Bank Transfer, or Check].

**Account Summary:**

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Amount Due: \$[Amount Due]
- Due Date: [Due Date]

If you have any questions regarding this invoice or if you are experiencing difficulties making the payment, please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]