

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]

[Date]

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

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

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

According to our records, the total amount outstanding is [Amount Due]. We understand that life can get busy, and this may have simply been overlooked.

If you have already sent the payment, please disregard this letter. Otherwise, we kindly ask that you settle the balance at your earliest convenience. You can make your payment via [Payment Method: Bank Transfer/Online Portal/Check].

Attached is a copy of the original invoice for your reference. If you have any questions or are experiencing issues with the payment process, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]