

[Your Name]
[Your Company Name]
[Your Address]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Subject: Follow-up on Invoice [Invoice Number]

Dear [Client Name],

I hope you are having a productive week.

I am writing to send a quick reminder regarding invoice [Invoice Number], which was due on [Due Date]. According to our records, we have not yet received payment for the balance of [Amount].

We understand that things can get busy, and this may have simply slipped your mind. Could you please check the status of this payment? I have attached a copy of the invoice to this email for your convenience.

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

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

Best regards,

[Your Signature]
[Your Printed Name]
[Your Phone Number]