

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

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

Subject: Friendly Reminder: Outstanding Invoice #[Invoice Number]

Dear [Client Name],

I hope you are having a productive week.

This is a friendly reminder that invoice #[Invoice Number], which was issued on [Date], is currently past due. According to our records, there is an outstanding balance of [Amount Due].

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 letter.

For your convenience, I have attached a copy of the invoice to this correspondence. You can make the payment via [Payment Method: e.g., Bank Transfer, Credit Card, Portal Link].

If you have any questions regarding the invoice or if there is anything we can do to assist with the payment process, please feel free 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 Name]
[Your Title]