

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

[Date]

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

Subject: Reminder: Invoice #[Invoice Number] is Overdue

Dear [Customer Contact Name],

This is a friendly reminder that we have not yet received payment 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. Attached is a copy of the invoice for your reference. The outstanding balance is \$[Amount Due].

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

Payment can be made via: [List Payment Methods, e.g., Bank Transfer, Credit Card, Portal Link].

If you are experiencing any issues with the payment process or have any questions regarding this invoice, please do not hesitate to contact us.

Thank you for your business.

Best regards,

[Your Name]
[Your Title]