

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

[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 we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

It is possible that the payment has already been sent or was simply overlooked. If you have already made the payment, please disregard this notice. If not, we would appreciate it if you could settle the balance of \$[Amount Due] at your earliest convenience.

For your reference, I have attached a copy of the invoice to this letter. You can make a payment via [Payment Method/Link].

If you have any questions regarding this invoice or if there is anything we can do to assist you, please feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]