

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

[Date]

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

Subject: Payment Request for Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this email finds you well.

This is a friendly reminder that payment for invoice #[Invoice Number], issued on [Date of Invoice], is now overdue. The outstanding balance is [Amount].

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 notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

For your reference, I have attached a copy of the invoice to this message. Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, PayPal].

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 me.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]