

Subject: Friendly Reminder: Regarding your account with [Company Name]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

This is a friendly reminder that your account currently has an outstanding balance of \$[Amount]. According to our records, this payment was due on [Due Date].

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice and thank you for your business.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Mention Payment Methods, e.g., our online portal, bank transfer, or check].

If you are experiencing any difficulties or have questions regarding your invoice #[Invoice Number], please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]