

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

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

Subject: Gentle Reminder: Outstanding Balance for Invoice [Invoice Number]

Dear [Customer Name],

This is a friendly reminder that our records show an outstanding balance of \$[Amount] on your account. This amount was due on [Due Date] regarding invoice [Invoice Number].

We understand that life gets busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, we kindly ask that you settle the balance at your earliest convenience. You can pay 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 at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

[Your Name]
[Your Title]