

Subject: Outstanding Invoice - [Invoice Number] - [Company Name]

Dear [Contact Name],

This is a reminder that your account with [Your Company Name] currently has an outstanding balance of [Amount Due]. Our records indicate that invoice [Invoice Number], issued on [Date], is now past due.

Please find a copy of the invoice attached to this email for your reference.

We request that you settle this payment at your earliest convenience. You can make your payment via [Payment Method: Bank Transfer/Online Link/Check].

If payment has already been sent, please disregard this notice. If you have any questions regarding this invoice or are experiencing difficulties making a payment, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]