

Subject: Friendly check-in regarding Invoice [Invoice Number]

Dear [Client Name],

I hope you are having a productive week.

I am writing to follow up on invoice [Invoice Number], which was sent on [Date]. According to our records, the payment for this invoice is now slightly overdue.

We understand things can get busy, so we wanted to send a quick reminder in case the original email was missed or overlooked. For your convenience, I have attached a copy of the invoice to this email.

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could look into this at your earliest convenience.

If there is anything we can do to assist or if you have any questions regarding the invoice, please feel free to reach out.

Thank you for your business.

Best regards,

[Your Name]

[Your Company Name]