

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Courtesy Reminder: Outstanding Balance for Invoice #[Invoice Number]

Dear [Recipient Name],

I am writing to you today regarding the status of invoice #[Invoice Number], which was issued on [Date] for the amount of [Amount]. According to our records, this balance remains outstanding as of [Current Date].

We understand that life can get busy and this may have simply been overlooked. If you have already sent the payment, please disregard this notice.

If you have not yet had a chance to process the payment, we would appreciate it if you could do so at your earliest convenience. For your reference, I have attached a copy of the invoice to this letter.

Should you have any questions regarding this invoice or if there is any way we can assist you with the payment process, please do not hesitate 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 Signature]

[Your Printed Name]

[Your Title]