

[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: Outstanding Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

According to our records, the outstanding balance is \$[Amount Due]. For your convenience, I have attached a copy of the original invoice to this email.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience. You can make a payment via [Payment Method: e.g., bank transfer, online portal, or check].

If there are any issues regarding this invoice or if you require any additional information, please feel free to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]