

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

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

Subject: Notice of Overdue Balance - [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].

Our records indicate an outstanding balance of [Amount Due]. We understand that life can be busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, we kindly ask that you do so at your earliest convenience. You can pay via [Payment Method/Link].

Attached is a copy of the invoice for your reference. If you have any questions regarding this balance or if you are experiencing any issues with the payment process, please contact us at [Phone Number] or [Email Address].

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

Best regards,

[Your Name]
[Your Title]