

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

[Date]

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

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

Dear [Customer Name],

This is a friendly reminder that our records show an outstanding balance of \$[Amount] on your account, which was due on [Due Date].

We understand that life gets busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice and thank you for your business.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Payment Method/Link] or by mailing a check to the address listed above.

If you are experiencing any issues with the invoice or need to discuss a payment plan, please contact our billing department at [Phone Number] or [Email Address]. We are happy to help.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Department]
[Your Company Name]