

[Date]  
[Client Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Gentle Reminder: Payment for Milestone [Milestone Number/Name]**

Dear [Client Contact Name],

I hope this email finds you well.

This is a gentle reminder regarding the invoice for **[Milestone Name]**, which was due on **[Due Date]**. According to our records, we have not yet received payment for the outstanding balance of **[Amount Due]**.

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience to keep the project on schedule.

**Milestone Details:**

Invoice Number: [Invoice #]  
Amount: [Amount]  
Completion Date: [Date Milestone was met]

If you have any questions regarding the invoice or if there is anything I can do to assist with the payment process, please let me know.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Company Name]  
[Your Phone Number]