

Subject: Friendly Reminder: Upcoming Payment for [SaaS Product Name]

Hi [Customer Name],

We hope you are enjoying your experience with [SaaS Product Name].

This is a friendly note to let you know that we haven't received payment for your latest invoice **[Invoice Number]**, which was due on **[Due Date]**. Your current outstanding balance is **[Amount]**.

To ensure uninterrupted access to your account and features, please take a moment to update your payment details or settle the balance via your billing dashboard here: [\[Link to Billing Page\]](#).

If you have already sent the payment, please disregard this message.

If you have any questions or need assistance, simply reply to this email. We are happy to help!

Best regards,

The [SaaS Product Name] Team