

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Client 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 issued on [Date Invoice Was Issued]. According to our records, this payment was due on [Due Date] and is now [Number] days past due.

The total outstanding balance is \$[Amount Due].

We understand that invoices can sometimes be overlooked. Please let us know if you have already sent the payment or if there are any issues regarding the services provided that we need to address. For your convenience, I have attached a copy of the original invoice to this letter.

Please arrange for payment to be made at your earliest convenience via [Payment Method: e.g., Bank Transfer, Check, Online Portal].

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

Sincerely,

[Your Signature]

[Your Printed Name]