

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Reminder: Outstanding Balance for [Project Name/Invoice Number]

Dear [Client Contact Name],

This is a friendly reminder that we have not yet received payment for invoice #**[Invoice Number]**, which was due on **[Due Date]**.

According to our records, there is an outstanding balance of **[Amount Due]**. We understand that sometimes invoices can be overlooked, so we have attached a copy of the original invoice to this letter for your convenience.

Please arrange for payment at your earliest convenience. If payment has already been sent, please disregard this notice.

Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, Check].

If you have any questions regarding the work performed or the invoice details, please feel free to contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]