

[Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Client Name]
[Client Address]

Subject: Follow-up on Invoice #[Invoice Number]

Dear [Client Name],

I hope you are doing well.

This is a friendly reminder that invoice #[Invoice Number], issued on [Date Issued] for [Project Name/Description], appears to be past due. According to my records, the total amount of \$[Amount Due] was scheduled for payment by [Due Date].

I 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, I have attached a copy of the invoice to this letter for your convenience. You can make the payment via [Mention Payment Method, e.g., Bank Transfer, Check, Online Portal].

If there are any issues or if you have questions regarding the work performed, please let me know so we can resolve them quickly.

Thank you for your prompt attention to this matter.

Best regards,

[Your Signature]
[Your Printed Name]