

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Date]

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

**Subject: Payment Reminder: Invoice #[Invoice Number]**

Dear [Client Name],

I hope you are having a productive week.

This is a friendly note to follow up on invoice #[Invoice Number], which was sent on [Date Invoice was Sent] for [Brief Description of Services, e.g., Web Development/Consulting].

According to my records, the payment of [Amount Due] was due on [Due Date] and is currently outstanding. If you have already sent the payment, please disregard this message.

For your convenience, I have attached a copy of the invoice to this email. Payments can be made via [Payment Method, e.g., Bank Transfer, PayPal, Check].

If there are any issues or if you have questions regarding the invoice, please let me know. I am happy to discuss them with you.

Thank you for your business and I look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Phone Number]