

Subject: Gentle Reminder: Outstanding Invoice for [Project Name/Service]

Dear [Client Name],

I hope you are having a productive week.

This is a friendly reminder that payment for invoice #[Invoice Number], issued on [Date], appears to be outstanding. The original due date was [Due Date].

Current Balance: [Amount Due]

I understand that things can get busy, and this may have simply slipped through the cracks. I have attached a copy of the invoice to this email for your convenience.

Please let me know if payment has already been sent or if there is any additional information you need from my side to process the transaction. You can complete the payment via [Payment Method, e.g., Bank Transfer, PayPal link, etc.].

Thank you for your prompt attention to this matter and for the opportunity to work with you.

Best regards,

[Your Name]

[Your Business Name]

[Your Phone Number]