

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

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

**Subject: Soft Reminder: Outstanding Balance for Contractor Services**

Dear [Client Name],

This is a friendly reminder regarding the outstanding balance on your account for the contracting services provided on [Project Date/Description].

According to our records, the following invoice remains unpaid:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Amount Due:** [Amount]
- **Due Date:** [Due Date]

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this notice.

If you have not yet made the payment, we kindly ask that you settle the balance at your earliest convenience. For your reference, I have attached a copy of the invoice to this letter.

If you have any questions regarding the invoice or if there is anything we can do to assist with the payment process, please feel free to contact us at [Phone Number] or [Email Address].

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

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Company Name]