

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

[Date]

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

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Contact Name],

We hope this letter finds you well.

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, an outstanding balance of \$[Amount Due] remains on your account.

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

If the payment has not been sent, we would appreciate it if you could settle the balance at your earliest convenience. For your reference, I have attached a copy of the invoice to this letter.

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

Should you have any questions regarding this invoice or if there is any way we can assist you with the payment process, please do not hesitate to contact our accounts department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]