

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

[Date]

[Customer Name]
[Customer Company Name]
[Customer Address]
[City, State, Zip Code]

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Contact Person Name],

This is a friendly reminder that our records show an outstanding balance of [Amount Due] for Invoice #[Invoice Number], which was due on [Due Date].

We understand that things can get busy, and this may have simply been overlooked. We would appreciate it if you could look into this and arrange for payment at your earliest convenience.

If you have already sent the payment, please disregard this letter. If you have any questions regarding the invoice or if there is anything we can do to assist you with the payment process, please do not hesitate to contact us.

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

Sincerely,

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