

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

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

Subject: Friendly Reminder: Invoice #[Invoice Number]

Dear [Customer Contact Name],

I hope this email finds you and your team well. We truly value our wholesale partnership and appreciate your continued business.

This is a friendly reminder that our records show invoice #[Invoice Number], dated [Invoice Date], is now slightly past its due date. The current outstanding balance is \$[Amount Due].

We understand that things can get busy, and this may have simply slipped through the cracks. 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/Link].

If there is anything we can do to assist you or if you have any questions regarding this shipment, please don't hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]