

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

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

Subject: Outstanding Balance - Invoice #[Invoice Number]

Dear [Client Contact Name],

This is a friendly reminder that payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received. Our records show an outstanding balance of \$[Amount].

We understand that oversight can happen. Please check your records to see if this payment has already been sent. If not, we would appreciate it if you could settle the balance at your earliest convenience to ensure your account remains in good standing.

Payment Details:

Invoice Number: [Invoice Number]
Invoice Date: [Date of Invoice]
Amount Due: \$[Amount]

If you have any questions regarding this invoice or if you have already made the payment, please disregard this notice or 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]