

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

[Date]

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

Subject: Reminder: Invoice #[Invoice Number] is Past Due

Dear [Contact Name],

This is a friendly reminder that according to our records, we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

We understand that things can get busy, and this may have simply been overlooked. Attached is a copy of the invoice for your reference. The outstanding balance is \$[Amount Due].

If you have already sent the payment, please disregard this notice. Otherwise, please arrange for payment at your earliest convenience via [Accepted Payment Methods].

If there is an issue with the order or if you have any questions regarding this invoice, please reach out to us so we can resolve the matter quickly.

Thank you for your business.

Sincerely,

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