Subject: Gentle Reminder: Your Account Balance with [Company Name]

Date: [Date]

Dear [Customer Name],

This is a gentle reminder regarding the outstanding balance on your account. Our records indicate that an amount of [Amount Due] is currently overdue for invoice [Invoice Number], which was due on [Due Date].

We understand that life gets busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this message.

You can settle your balance through the following methods:

- Online: [Link to Payment Portal]
- Bank Transfer: [Bank Details]
- Phone: [Phone Number]

If you are experiencing any difficulties or have questions regarding this invoice, please do not hesitate to contact our billing department at [Email Address] or [Phone Number]. We are happy to assist you.

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

Sincerely,

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