

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Outstanding Balance for Invoice #[Invoice Number]

Dear [Client Contact Name],

This is a friendly reminder that our records show an outstanding balance on your account in the amount of \$[Amount Due]. This balance relates to invoice #[Invoice Number], which was due on [Due Date].

We understand that invoices can sometimes be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

For your reference, payment can be made via:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Bank Transfer Details]
- [Payment Method 3: e.g., Check by Mail]

If you have any questions regarding this invoice or if there is any reason payment is being delayed, please contact our billing department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Department]

[Agency Name]