

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

[Date]

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

Subject: Follow-up on Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this email finds you well.

This is a friendly reminder that our records show invoice #[Invoice Number], issued on [Date of Invoice] for [Amount], is now past its due date of [Due Date].

We understand that things can get busy, and this may have simply been overlooked. If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

For your reference, I have attached a copy of the invoice to this email. Should you have any questions regarding the billed services or if there is anything we can do to facilitate the payment process, please let us know.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Title]