

Subject: Payment Reminder: Invoice [Invoice Number]

Dear [Client Name],

This is a friendly reminder that invoice [Invoice Number], which was issued on [Date], is now overdue. Our records show an outstanding balance of [Amount].

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.

Payment can be made via [Payment Method/Link].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Agency Name]