

Subject: Overdue Payment Notice - Invoice [Invoice Number]

Dear [Client Name],

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

The outstanding balance is [Amount].

Please find a copy of the invoice attached for your reference. If payment has already been sent, please disregard this notice.

We would appreciate it if you could settle this balance at your earliest convenience. You can make payment via [Payment Method: e.g., Bank Transfer, Credit Card, Portal].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Agency Name]

[Your Contact Information]