

Subject: Courtesy Reminder: Payment for Order #[Order Number]

Dear [Customer Name],

We are reaching out to provide a friendly reminder regarding your recent digital order, #[Order Number], placed on [Date].

Our records show that we have not yet received payment for this transaction. As this is a digital order, access to your [Product/Service Name] will be fully activated as soon as the payment is confirmed.

Order Summary:

- Order Number: [Order Number]
- Date: [Date]
- Total Amount: [Amount]

You can complete your payment by clicking the link below:

[Click Here to Complete Payment](#)

If you have already sent your payment, please disregard this message. If you are experiencing any technical difficulties or have questions regarding your order, please reply to this email or contact our support team.

Thank you for your business.

Best regards,

[Your Name/Company Name]
[Contact Information]