

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Reminder: Unpaid Invoice for Order #[Order Number]

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for your recent e-commerce purchase, invoice #[**Invoice Number**], which was due on [**Due Date**].

According to our records, an outstanding balance of [**Amount Due**] remains on your account. We understand that invoices can sometimes be overlooked, so we have included the payment details below for your convenience:

- **Order Number:** [Order Number]
- **Invoice Date:** [Invoice Date]
- **Total Amount:** [Amount Due]

Please click the link below to complete your payment online:

[Pay Invoice Now](#)

If you have already sent your payment, please disregard this notice. If you have any questions regarding this invoice or are experiencing any issues with the payment process, please contact our support team at [Email Address].

Thank you for your business.

Sincerely,

[Your Name/Company Name]
[Department Name]