

Subject: Friendly Reminder: Update on Your [Store Name] Account Balance

Dear [Customer Name],

We hope you are enjoying your recent purchases at [Store Name]!

This is a friendly note to let you know that there is an outstanding balance of [Amount Due] on your account. We understand how busy things can get, so we wanted to send a quick reminder in case this slipped your mind.

Account Summary:

- Order Number: [Order Number]
- Date of Purchase: [Date]
- Total Amount Due: [Amount Due]
- Due Date: [Due Date]

To settle your balance, you can log in to your account dashboard here: [Link to Payment Page]. We accept all major credit cards, PayPal, and [Other Payment Methods].

If you have already made this payment, please disregard this message. If you have any questions regarding your invoice or if there is anything we can do to assist you, simply reply to this email or contact our support team at [Support Email/Phone Number].

Thank you for being a valued customer!

Best regards,

The [Store Name] Team
[Website URL]