

[Your Name/Consultancy Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Friendly Reminder: Outstanding Invoice [Invoice Number]**

Dear [Client Contact Name],

I hope you are having a productive week.

This is a friendly reminder that invoice **[Invoice Number]**, which was issued on **[Date of Issue]** for consulting services, is currently overdue. According to our records, the balance of **[Amount Due]** was due on **[Due Date]**.

We understand that things can get busy, and this may have simply slipped through the cracks. For your convenience, I have attached a copy of the invoice to this email.

Please let me know if payment has already been sent or if there are any questions regarding the billing that I can address. If not, I would appreciate it if you could settle the balance at your earliest convenience.

Thank you for your prompt attention to this matter and for the opportunity to work together.

Best regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]