

Dear [Customer Name],

This is a friendly reminder regarding your outstanding balance of [Amount] for invoice [Invoice Number], which was due on [Due Date].

If you have already sent your payment, please kindly disregard this letter. We appreciate your prompt attention to this matter.

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Payment Method/Link].

Thank you for your business.

Sincerely,

[Your Name/Company Name]

[Contact Information]