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

[Date]

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

Subject: Outstanding Payment for Invoice #[Invoice Number]

Dear [Recipient Name],

This is a friendly reminder that payment for invoice #[Invoice Number], issued on [Date of Invoice], is now overdue. According to our records, the balance of $[Amount Due] was due on [Due Date].

We understand that invoices can sometimes be overlooked. If you have already sent the payment, please disregard this letter. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

For your reference, I have attached a copy of the original invoice to this letter. Payment can be made via [Payment Method, e.g., Bank Transfer, Credit Card, Check].

If you have any questions regarding this invoice or if there is anything we can do to assist with the payment process, please feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]