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

[Date]

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

Subject: Friendly Reminder: Outstanding Balance for Invoice #[Invoice Number]

Dear [Customer Name],

This is a friendly reminder that our records show an outstanding balance of $[Amount] on your account. This amount was due on [Due Date] regarding invoice #[Invoice Number].

We understand that things can get busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

If you haven't had a chance to settle the balance yet, you can make a payment via [Payment Method: e.g., credit card, bank transfer, or online portal].

If you have any questions regarding this invoice or if there is anything we can do to assist you, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for your continued business.

Best regards,

[Your Name/Department]
[Your Company Name]