Subject: Gentle Reminder: Payment for Invoice [Invoice Number] is Overdue

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for invoice **[Invoice Number]**, which was due on **[Due Date]**.

The outstanding balance is **[Amount]**. We understand that life can get busy, and this may have simply slipped your mind. If you have already sent the payment, please disregard this message.

For your convenience, we have attached a copy of the invoice to this email. You can make a payment via [Payment Method/Link].

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.

Best regards,

[Your Name]
[Your Company Name]