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

[Date]

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

Subject: Reminder: Outstanding Invoice [Invoice Number]

Dear [Client Name],

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

According to our records, the outstanding balance is **[Amount Due]**. We have attached a copy of the invoice to this email for your reference.

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

Payment can be made via [Mention Payment Methods, e.g., Bank Transfer, Credit Card, PayPal].

If you have any questions regarding this invoice or if there is any way we can assist you, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]