

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

[Date]

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

**Subject: Courtesy Reminder: Outstanding Invoice [Invoice Number]**

Dear [Customer Name],

This is a friendly reminder that according to our records, your payment for invoice #**[Invoice Number]**, which was issued on [Invoice Date], is now past due.

**Invoice Details:**

Invoice Number: [Invoice Number]  
Invoice Date: [Invoice Date]  
Due Date: [Due Date]  
Outstanding Amount: [Amount Due]

We understand that these things can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

For your convenience, I have attached a copy of the invoice to this email. Payments can be made via [Payment Method/Link].

If you have any questions regarding this invoice or if there is any reason for the delay, please do not hesitate to contact us at [Phone Number] or [Email Address] so we can assist you.

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

Sincerely,

[Your Name/Department]  
[Your Company Name]