

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

[Date]

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

Subject: Friendly Reminder: Invoice #[Invoice Number] is Past Due

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].

It is possible that the payment was missed or is currently in transit. If you have already sent the payment, please disregard this notice.

Invoice Details:

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

For your convenience, you can make a payment via [Payment Method/Link]. If you have any questions regarding this invoice or are experiencing any issues with payment, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]