

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

[Date]

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

Subject: Friendly Reminder: Invoice #[Invoice Number]

Dear [Recipient Name],

I hope you are having a great week.

I am reaching out with a friendly check-in regarding invoice #[Invoice Number], which was due on [Due Date]. It is possible that the notice was overlooked or simply lost in the mail.

The outstanding balance is \$[Amount]. If you have already sent the payment, please disregard this message. If not, I would appreciate it if you could settle the balance at your earliest convenience.

For your reference, I have attached a copy of the invoice to this letter. We offer the following payment methods: [List Payment Methods].

If you have any questions or are experiencing any issues with the payment process, please let me know. I am happy to help.

Best regards,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]