

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

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

Subject: Friendly Reminder: Unpaid Balance for Invoice #[Invoice Number]

Dear [Recipient Name],

We are reaching out to provide a friendly reminder regarding an outstanding balance on your account. Our records indicate that invoice #[Invoice Number], dated [Invoice Date], is currently past due.

Account Summary:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Total Amount Due: \$[Amount]
- Due Date: [Due Date]

If you have already sent your payment, please disregard this notice and thank you for your business. If not, we would appreciate it if you could settle the balance at your earliest convenience.

You can make a payment via [Payment Method: e.g., online portal, check, bank transfer].

If you have any questions regarding this invoice or if you are experiencing any difficulties making the payment, please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Signature]
[Your Title]