

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

[Date]

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

**Subject: Friendly Reminder: Overdue Balance for Invoice #[Invoice Number]**

Dear [Recipient Name],

This is a friendly reminder that our records show an outstanding balance of \$[Amount] on your account. This amount was due on [Due Date] regarding invoice #[Invoice Number].

We understand that things can get busy and this may have simply been overlooked. If you have already sent your payment, please disregard this notice.

If you have not yet made the payment, we kindly ask that you do so at your earliest convenience. You can pay via [Mention Payment Methods, e.g., Bank Transfer, Credit Card, Online Portal].

Attached is a copy of the invoice for your reference. If you have any questions or if there is any way we can assist you with the billing process, please do not hesitate to contact us.

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

Sincerely,

[Your Name]  
[Your Title]