

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

[Date]

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

Subject: Courtesy Notice: Payment Reminder for Invoice #[Invoice Number]

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].

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.

Account Summary:

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

Please remit your payment at your earliest convenience. You can pay via [Mention Payment Methods, e.g., online portal, check, or bank transfer].

If you have any questions regarding this invoice or if there is any way we can assist you with the billing process, please do not hesitate to contact our accounting department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Department]
[Your Company Name]