

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

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

Subject: Friendly Reminder: Outstanding Payment for Invoice #[Invoice Number]

Dear [Recipient 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 slipped your mind. If you have already sent the payment, please disregard this notice.

Account Summary:

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

You can make a payment via [Payment Method, e.g., Bank Transfer, Online Portal, Check].

If you have any questions regarding this invoice or if there is anything we can do to assist you, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]