

[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 message. If not, we would appreciate it if you could settle the balance of [Amount Due] at your earliest convenience.

For your reference, I have attached a copy of the invoice to this letter. You can make the payment via [Mention Payment Methods, e.g., bank transfer, online portal, or check].

If there are any issues or if you have any questions regarding this invoice, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]