

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

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

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

Dear [Recipient Name],

This is a friendly reminder that our records show an outstanding balance of [Amount Due] 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 at your earliest convenience.

For your reference, I have attached a copy of the invoice to this email. You can make the payment via [Payment Method: Bank Transfer/Online Link/Check].

If you have any questions regarding the invoice or if there is anything we can do to assist you, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]