

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

[Date]

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

Subject: Friendly Reminder: Upcoming Late Fee for Invoice #[Invoice Number]

Dear [Recipient Name],

This is a friendly reminder regarding your outstanding balance of [Amount Due] for invoice #[Invoice Number], which was due on [Due Date].

We noticed that we have not yet received your payment. Please be advised that according to our terms, a late fee of [Late Fee Amount/Percentage] will be applied to your account if payment is not received by [Grace Period End Date].

To avoid this additional charge, please submit your payment as soon as possible. You can pay via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If you are experiencing any issues or have questions regarding this invoice, please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Signature]
[Your Title]