

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

[Date]

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

Subject: Friendly Reminder: Payment for Invoice #[Invoice Number] is Overdue

Dear [Customer Contact Name],

This is a friendly reminder that your account with [Your Company Name] is currently past due. Our records indicate that Invoice #[Invoice Number], dated [Invoice Date], is now 30 days overdue.

The outstanding balance is: **#[Amount Due]**

We understand that things can get busy, and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

Otherwise, please submit your payment at your earliest convenience. You can pay via [Payment Method: e.g., online portal, check, or bank transfer].

If you are experiencing any issues with the invoice or need to discuss a payment plan, please contact us at [Phone Number] or [Email Address]. We are happy to work with you.

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

Sincerely,

[Your Name/Department]
[Your Company Name]