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

[Date]

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

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

Dear [Customer Name],

This is a friendly reminder that your account currently shows an outstanding balance of $[Amount] for invoice #[Invoice Number], which was due on [Due Date].

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

If you have not yet made the payment, please do so at your earliest convenience. You can pay via [Payment Method/Link].

If you have any questions regarding this invoice or if there is an issue preventing payment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]