[Date]

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

Subject: Friendly Reminder: Outstanding Balance for [Project Name/Invoice Number]

Dear [Contact Person Name],

This is a friendly reminder that our records show an outstanding balance on your account regarding invoice #[Invoice Number], which was due on [Due Date].

Current Amount Due: $[Amount]

We value our professional relationship and understand that these things can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, 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 letter. If there are any issues or if you have any questions regarding the billing, please feel free to reach out to me directly at [Phone Number] or [Email Address].

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

Best regards,

[Your Name]
[Your Title]
[Company Name]