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

[Date]

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

Subject: Courtesy Reminder: Invoice #[Invoice Number] is Past Due

Dear [Client Name],

This is a friendly reminder that we have not yet received payment 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. We would appreciate it if you could take a moment to look into the status of this payment. The total outstanding balance is $[Amount Due].

For your convenience, I have attached a copy of the original invoice to this email. You can make your payment via [Payment Method: e.g., bank transfer, online portal, or check].

If you have already sent the payment, please disregard this notice. If there are any issues or if you have questions regarding the services provided, please feel free to reach out to me directly.

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

Best regards,

[Your Name]
[Your Title]