

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

[Date]

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

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Customer Contact Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

According to our records, the outstanding balance is \$[Amount Due].

We value your business and understand that things can sometimes be overlooked. If you have already sent the payment, please disregard this notice. If not, please arrange for payment at your earliest convenience to keep your account in good standing.

For your reference, I have attached a copy of the original invoice to this email. You can make your payment via [Accepted Payment Methods].

If there is any issue regarding the goods received or if you have questions about the invoice, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Best regards,

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