

Subject: Payment Request - [Invoice Number]

Dear [Recipient Name],

I hope this email finds you well.

This is a friendly reminder regarding invoice [Invoice Number], which was issued on [Date] for the amount of [Amount]. According to our records, this payment is now [Status, e.g., due / slightly overdue].

We kindly request that you process this payment at your earliest convenience. If you have already sent the funds, please disregard this message.

For your reference, I have attached a copy of the invoice to this email. Our payment details are as follows:

- Bank Name: [Bank Name]
- Account Name: [Account Name]
- Account Number: [Account Number]
- Routing/SWIFT Code: [Code]

If there are any issues or if you require any further information to complete the transaction, please let us know.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]