

Subject: Payment Request for Invoice #12345

Dear [Recipient's Name],

I hope this message finds you well.

This is a friendly reminder regarding the outstanding payment for Invoice #12345, which was due on [Due Date]. As of today, the total amount of [Amount] remains unpaid.

We kindly request that you process this payment at your earliest convenience. Please find the payment details below:

- Invoice Number: 12345

- Amount Due: [Amount]

- Payment Method: [Payment Method Instructions]

Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Company Address]