

[Your Company Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

I hope this message finds you well! We are reaching out to provide a friendly reminder regarding your outstanding balance of [amount owed] for invoice #[invoice number], which was due on [due date].

We understand that oversights happen, and we want to work together to resolve this matter. If you have already sent your payment, please disregard this notice. However, if you haven't, we would greatly appreciate it if you could settle the balance at your earliest convenience.

To make the payment process easier for you, here are a few options available:

- [Payment method 1]
- [Payment method 2]
- [Payment method 3]

If you are facing any challenges that may be making it difficult to pay, please do not hesitate to reach out to us. We are here to help and can discuss potential payment arrangements that work for both parties.

Thank you for your attention to this matter. We value your business and look forward to continuing our relationship.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]