

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Invoice Reminder

I hope this message finds you well. We are writing to remind you that your invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount] remains unpaid. According to our records, the payment was due on [Due Date].

We understand that oversights happen, and if you have already sent the payment, please disregard this notice. If not, we kindly ask that you arrange for payment at your earliest convenience.

For your reference, the details of the invoice are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Amount Due: [Invoice Amount]

Please feel free to reach out if you have any questions or if there are any issues regarding this payment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]