

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Reminder for Unpaid Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. This is a friendly reminder regarding the unpaid invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, the amount of [Invoice Amount] remains outstanding.

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. Please let us know if there are any issues or if you require any additional information to facilitate the payment process.

For your convenience, I have attached a copy of the invoice.

Thank you for your attention to this matter. We look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]