

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Overdue Invoice Reminder - Invoice #[Invoice Number]

I hope this message finds you well. We are reaching out to remind you that we have not yet received payment for Invoice #[Invoice Number], which was due on [Due Date]. The total amount outstanding is [Amount Due].

We understand that oversights happen, and we would appreciate it if you could look into this matter at your earliest convenience. If you have already sent the payment, please disregard this notice.

For your convenience, attached is a copy of the invoice for your reference. We would be grateful if you could process this payment soon. Should you have any questions or concerns regarding the invoice, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]