

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

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

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment for Invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. According to our records, this payment was due on [Due Date].

We kindly ask you to process this payment at your earliest convenience.

If you have already sent the payment, please disregard this notice.

Thank you for your attention to this matter. We appreciate your prompt response and continued business.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]