

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment for Invoice #[Invoice Number], which was due on [Due Date].

As of today, the amount of [Invoice Amount] remains unpaid. We kindly ask that you process this payment at your earliest convenience. For your reference, you can view the invoice via [insert link if applicable] or in your Xero account.

If you have already made this payment, please disregard this notice.

Otherwise, we would appreciate it if you could confirm the status of this invoice.

Thank you for your attention to this matter. We greatly value your business and look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]