

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company 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: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well. We would like to kindly remind you that invoice #[Invoice Number] dated [Invoice Date] for the amount of [Invoice Amount] is due on [Due Date].

As of today, the payment is [Number of Days] days overdue. We understand that oversights can happen, and we would appreciate your prompt attention to this matter.

Please find the invoice attached for your reference. If you have already sent the payment, please disregard this reminder. Otherwise, we would appreciate your payment at your earliest convenience.

Thank you for your attention, and please do not hesitate to reach out if you have any questions or concerns regarding the invoice.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]