

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Subject: Payment Reminder for Invoice #[Invoice Number]
Dear [Recipient's Name],
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 total amount due is [Amount]. We kindly ask you to
process the payment at your earliest convenience.
Should you have any questions regarding this invoice or require any
further information, please do not hesitate to contact me.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company]