

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Friendly Reminder: Past Due Invoice

I hope this message finds you well. We are writing to remind you that Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is now past due as of [Due Date].

We understand that oversights can happen, and we would appreciate your attention to this matter. If you have already sent your payment, please disregard this notice.

For your convenience, we have attached a copy of the invoice for reference. Please let us know if you have any questions or concerns regarding this payment.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Signature (if sending a hard copy)]