

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Reminder of Outstanding Invoice

I hope this message finds you well. I am writing to you on behalf of [Your Company Name] regarding an outstanding balance on your account.

As of [Date], we have not yet received payment for invoice number

[Invoice Number], issued on [Invoice Date], in the amount of [Invoice Amount]. According to our records, the payment was due on [Due Date].

We understand that oversights happen, and this may be an oversight on your part. We kindly ask that you review your records and arrange for payment at your earliest convenience.

For your reference, please find the details of the outstanding invoice below:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Due Date]
- **Amount Due:** [Invoice Amount]

Please send the payment to the following account:

[Payment Instructions/Details]

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

Otherwise, we would appreciate your prompt attention to this matter.

Should you have any questions or wish to discuss this further, please do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]