

[Your Company Letterhead]

[Date]

[Client's 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 are writing to remind you that payment for invoice #[Invoice Number], dated [Invoice Date], is still outstanding. As of today, the total amount due is [Amount Due].

Please ensure that the payment is made by [New Due Date] to avoid any late fees or service interruptions. We value your business and look forward to continuing our partnership.

If you have already submitted your payment, please disregard this notice.

Should you have any questions or concerns regarding this invoice, feel free to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]