

[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Business Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment for invoice #[Invoice Number], which was issued on [Invoice Date]. As of today, the amount of [Total Amount Due] remains unpaid and was due on [Due Date].

We kindly ask that you process this payment at your earliest convenience. For your reference, please find the invoice details below:

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

Payment can be made via [Payment Method, e.g., bank transfer, check]. If you have already sent your payment, please disregard this notice.

If you have any questions or require further assistance, please do not hesitate to contact me.

Thank you for your attention to this matter, and we appreciate your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]