

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company 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: Payment Reminder for Invoice #[Invoice Number]

I hope this message finds you well. This is a friendly reminder that payment for invoice #[Invoice Number], dated [Invoice Date], is due on [Due Date]. As of today, the outstanding amount is [Amount Due].

Invoice Details:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Due Date: [Due Date]

- Amount Due: [Amount Due]

We understand that oversights happen, and if you have already sent your payment, please disregard this notice. If you have any questions regarding your invoice, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]