

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Payment Reminder for Invoice #[Invoice Number]

Dear [Client Name],

I hope this message finds you well. I am writing to remind you that Invoice #[Invoice Number], issued on [Invoice Date], for the amount of [Invoice Amount] is now past due. According to our records, the payment was due on [Due Date].

We understand that oversights happen, and we would greatly appreciate your prompt attention to this matter. Please find the invoice attached for your reference.

If you have already processed the payment, please disregard this notice. Otherwise, we kindly request that you remit the payment at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Attachment: Invoice #[Invoice Number]]