

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Friendly Payment Reminder

We hope this message finds you well. This is a friendly reminder that your payment of [invoice amount] for invoice number [invoice number], which was due on [due date], has not yet been received.

We understand that oversights happen, and we kindly ask you to process this payment at your earliest convenience. Please find the invoice details attached for your reference.

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

Otherwise, if you have any questions or require further assistance, do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]