

[Your 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],

I hope this message finds you well! I wanted to take a moment to remind you about the invoice dated [Invoice Date], which was due on [Due Date]. We understand that things can get busy, and it might have slipped your mind.

The outstanding amount is [Amount Due]. If you have already made the payment, please disregard this message. Otherwise, we would appreciate it if you could arrange for the payment at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or need further information, feel free to reach out.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Contact Information]