

Subject: Friendly Reminder: Outstanding Payment Notification

Dear [Recipient's Name],

I hope this message finds you well. We wanted to bring to your attention that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Invoice Details:

- Amount Due: \$[Amount]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]

We understand that oversights can happen, and if you have already sent the payment, please disregard this message. If you have any questions or need further information, feel free to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]