

Subject: Friendly Reminder: Overdue Invoice [#Invoice Number]

Dear [Client's Name],

I hope this message finds you well. We wanted to take a moment to remind you that Invoice [#Invoice Number], dated [Invoice Date], is currently past its due date of [Due Date].

The outstanding amount is [Amount Due]. If you have already made the payment, please disregard this notice. Otherwise, we would appreciate your attention to this matter at your earliest convenience.

Thank you for your prompt response!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]