

Friendly Reminder for Overdue Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to gently remind you that we have not yet received payment for Invoice #[Invoice Number], which was due on [Due Date].

We understand that oversights can happen, and we want to ensure everything is in order on your end. If you have already sent the payment, please disregard this message. If not, we kindly ask that you process the payment at your earliest convenience.

If you have any questions or need further assistance, please do not hesitate to reach out. We greatly appreciate your prompt attention to this matter.

Thank you for your continued partnership!

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]