

Dear [Recipient's Name],

I hope this message finds you well! I wanted to reach out as a friendly reminder regarding the invoice [Invoice Number] that was due on [Due Date].

We understand that things can sometimes slip through the cracks, and we truly appreciate your attention to this matter.

If you have already sent the payment, please disregard this message. However, if you haven't, we would be grateful if you could process it at your earliest convenience.

Thank you for your understanding, and please feel free to reach out if you have any questions or concerns.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]