

Billing Follow-Up Notification

Dear [Customer Name],

This is a friendly reminder regarding your outstanding invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, the total amount due is [Amount Due]. We understand that oversights happen, and we would like to ensure that you have received the invoice.

Please let us know if you have any questions or concerns regarding this matter. We appreciate your prompt attention to this overdue balance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]