

Friendly Payment Reminder

Dear [Client's Name],

I hope this message finds you well! I'm writing to gently remind you that payment for invoice #[Invoice Number], which was due on [Due Date], has not yet been received.

If you have already sent the payment, please disregard this message. If not, we would appreciate it if you could settle the amount of [Invoice Amount] at your earliest convenience.

Thank you for your attention to this matter! If you have any questions or concerns, feel free to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]