

Dear [Client's Name],

I hope this message finds you well. I am writing to remind you that the invoice #[Invoice Number] dated [Invoice Date] for the services provided is due on [Due Date].

As of today, the total amount outstanding is [Amount Due]. For your convenience, I've attached a copy of the invoice for your reference.

If you have already sent the payment, please disregard this reminder. Otherwise, I would appreciate your attention to this matter at your earliest convenience.

Thank you for your prompt response.

Best regards,

[Your Name]

[Your Business Name]

[Your Contact Information]