

Dear [Client's Name],

I hope this message finds you well. This is a friendly reminder that invoice #[Invoice Number], which was due on [Due Date], remains unpaid.

We understand that oversights happen and would appreciate it if you could check on this matter at your earliest convenience.

Please let us know if you have any questions or if there is any way we can assist you.

Thank you for your attention to this matter!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]