

# Payment Terms Reminder

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding the payment terms outlined in our agreement dated [Agreement Date]. As per the terms, the total amount of [Invoice Amount] was due on [Due Date].

To maintain our continued partnership, we kindly ask that you complete the payment at your earliest convenience. If you have already processed this payment, please disregard this reminder.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]