

Subject: Friendly Reminder: Outstanding Balance on Your Account

Dear [Client's Name],

I hope this message finds you well. I wanted to follow up regarding the invoice [#Invoice Number] sent on [Invoice Date], which has an outstanding balance of [Amount Due].

As we agreed, payment was due on [Due Date]. I understand that oversights happen, so I wanted to kindly remind you of this balance.

If you have already sent the payment, please disregard this message. Otherwise, I would greatly appreciate it if you could process the payment at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or need further details, feel free to reach out.

Best regards,

[Your Name]

[Your Freelance Business Name]

[Your Contact Information]