

# Shipping Billing Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the shipping bill for your recent order #[Order Number]. As of today, the amount of [Amount Due] remains outstanding and was due on [Due Date].

Please ensure that the payment is processed at your earliest convenience to avoid any disruption in service. If you have already made the payment, kindly disregard this reminder.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]