

Payment Reminder

Dear [Vendor Name],

This is a friendly reminder that your invoice, dated [Invoice Date], with the total amount of [Invoice Amount] is due for payment on [Due Date].

Please ensure that the payment is processed by the due date to avoid any late fees.

If you have already processed the payment, please disregard this message.

Thank you for your prompt attention to this matter.

Best regards,

[Your Company Name]

[Your Company Contact Information]