

Dear [Client's Name],

I hope this message finds you well. I wanted to gently remind you about the pending invoice #[Invoice Number], which was due on [Due Date].

We understand that oversights happen, and if you have already made the payment, please disregard this message. Otherwise, if you need any assistance or have questions regarding the invoice, feel free to reach out.

Thank you for your attention to this matter, and we appreciate your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]