

Subject: Friendly Reminder - Overdue Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice [#Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received payment, and I wanted to check in to see if there were any issues or questions regarding the invoice.

We greatly value your business and appreciate your attention to this matter. If you have already sent the payment, please disregard this message. Otherwise, could you please provide an update on the status of the payment?

Thank you for your cooperation, and please do not hesitate to reach out if you need any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]