

Gentle Nudge for Overdue Payment

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to gently remind you that the payment for invoice #[Invoice Number] was due on [Due Date].

We understand that oversights can happen and would appreciate it if you could let us know when we might expect the payment. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your attention to this matter. We truly value your partnership and look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]