

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the invoice [#Invoice Number] that was sent on [Invoice Date]. As of today, the amount of [Invoice Amount] is still outstanding.

Please let us know if there are any issues regarding the payment or if you have any questions. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]