

## **Friendly Reminder: Invoice #[Invoice Number] Overdue**

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to remind you that invoice #[Invoice Number], issued on [Invoice Date], is currently overdue. According to our records, the total amount of [Invoice Amount] was due on [Due Date].

If you have already sent the payment, please disregard this notice. Otherwise, we would greatly appreciate your prompt attention to this matter.

Thank you for your understanding and consideration. Should you have any questions, feel free to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]