

Friendly Reminder

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to gently remind you about the outstanding balance of [amount] that was due on [due date].

We understand that life can get busy, and sometimes these things slip our minds. If you have already made the payment, please disregard this reminder.

If not, we kindly ask that you arrange for the payment at your earliest convenience. Should you have any questions or need to discuss this matter further, 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]