

Friendly Reminder: Outstanding Payment

Dear [Recipient's Name],

I hope this message finds you well. I wanted to kindly remind you that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could process the payment at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you have any questions or require further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]