

Subject: Friendly Reminder: Outstanding Invoice #12345

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on invoice #12345, which was sent on [Invoice Date] and is currently outstanding. The total amount due is [Invoice Amount].

As a freelancer, timely payments are essential for maintaining my services. I would greatly appreciate it if you could process this payment at your earliest convenience. If you have already made the payment, please disregard this reminder.

If you have any questions or require further details, feel free to contact me directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]