

# Friendly Payment Reminder

Dear [Client's Name],

I hope this message finds you well! I wanted to extend a friendly reminder regarding the invoice #[Invoice Number] that was sent on [Invoice Date]. As of today, the total amount of [Amount Due] is outstanding.

We completely understand that oversights happen, and if you have already made the payment, please disregard this message. Otherwise, we kindly ask you to process the payment at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]