

Invoice Balance Reminder

Dear [Reseller's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding balance on your account with us.

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Due Date: [Due Date]

Total Amount Due: \$[Amount]

Please ensure that the payment is made by the due date to avoid any late fees or disruption in service.

If you have already made the payment, please disregard this notice. Should you have any questions or concerns, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]