

Unpaid Invoice Alert

Dear [Client's Name],

We hope this message finds you well. This is a reminder that we have not yet received payment for the following invoice:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Due Date]
- **Total Amount:** [Amount Due]

As a resale account, timely payment is crucial for maintaining our partnership. If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask you to process the payment at your earliest convenience.

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your prompt attention to this matter.

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