

# Outstanding Invoice Alert

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder that we have not yet received payment for your invoice #[Invoice Number], which was due on [Due Date].

Details of the outstanding invoice are as follows:

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

We understand that oversights can happen, and we kindly request you to review your records. If you have already made the payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]