

Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding your pending partial payment for invoice #[Invoice Number], dated [Invoice Date].

As of today, the outstanding amount is [Amount]. We kindly request that you arrange for the payment at your earliest convenience to avoid any late fees.

If you have already made the payment, please disregard this notice. If you have any questions or need further assistance, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]