

## **Subject: Friendly Reminder: Payment Follow-Up**

Dear [Client's Name],

I hope this message finds you well. I am writing to kindly remind you that the invoice [#Invoice Number] dated [Invoice Date] for [Description of Services/Product] is due on [Due Date]. As of today, we haven't yet received the payment.

If you have already processed the payment, please disregard this message. Otherwise, we would greatly appreciate it if you could update us on the payment status.

Thank you for your attention to this matter, and we look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]