

# Friendly Payment Reminder

Dear [Client's Name],

I hope this message finds you well! I wanted to send a gentle reminder regarding the invoice [#Invoice Number] that was due on [Due Date]. As of today, the outstanding amount is [Amount].

If you have already sent the payment, please ignore this message. Otherwise, we would greatly appreciate your prompt attention to this matter.

Thank you for your continued partnership! If you have any questions or need further assistance, please feel free to reach out.

Warm regards,

[Your Name]

[Your Company]

[Your Contact Information]