

Payment Reminder

Dear [Client's Name],

This is a friendly reminder that we have not yet received payment for Invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, the outstanding amount is [Amount Due]. Please let us know if you have already sent the payment; if not, we would appreciate your prompt attention to this matter.

If you have any questions or concerns, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]