

Dear [Customer's Name],

I hope this message finds you well. We are reaching out regarding your account with us, as it appears that payment for invoice #[Invoice Number] dated [Invoice Date] remains outstanding. The total amount due is [Amount Due].

As a valued customer, we understand that oversights happen. We would appreciate it if you could process this payment at your earliest convenience. Please find the payment details below:

- Due Date: [Due Date]
- Payment Method: [Payment Method]
- Account Details: [Account Details]

If you have already sent your payment, please disregard this message. Otherwise, we would be grateful if you could let us know when we can expect the payment. Should you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]