

Payment Confirmation Reminder

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding the payment for invoice number [Invoice Number] that was due on [Due Date]. As of today, we have not yet received confirmation of this payment.

If you have already processed this payment, please disregard this notice. Otherwise, we kindly request that you arrange for the payment at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or require further details, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]