

# Friendly Reminder

Dear [Recipient's Name],

I hope this message finds you well! I wanted to take a moment to remind you that we have yet to receive payment for invoice #[Invoice Number], which was due on [Due Date].

We understand that things can sometimes slip through the cracks, and we truly appreciate your attention to this matter. If you have already sent the payment, please ignore this notice.

If you have any questions or require further assistance, please do not hesitate to reach out. Thank you for your understanding and prompt attention!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]