

# Friendly Payment Reminder

Dear [Client's Name],

I hope this message finds you well! I wanted to take a moment to thank you for your continued partnership and support.

As a gentle reminder, we noticed that invoice #[Invoice Number], dated [Invoice Date], with an amount of [Invoice Amount] is still outstanding. The due date was [Due Date]. We understand that oversights happen and schedules can get busy.

If you have already made the payment, please disregard this message. Otherwise, we would greatly appreciate it if you could let us know when we can expect to receive the payment.

Thank you for your attention to this matter. If you have any questions or need any assistance, please feel free to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]