

# Invoice Reminder: Unpaid Balance

Dear [Client's Name],

We hope this message finds you well. We are writing to remind you that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Our records indicate that the attempt to charge your credit card was declined. This may have been due to an expired card or insufficient funds.

Please take a moment to verify your payment information and ensure that your credit card is up-to-date. The outstanding balance is [Amount Due].

For your convenience, you can make your payment through [Payment Method/Link]. If you have already sent the payment, please disregard this reminder.

If you have any questions or need assistance, feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]