

Friendly Payment Reminder

Dear [Recipient's Name],

I hope this message finds you well! I wanted to reach out to remind you that we have not yet received payment for invoice #[Invoice Number] sent on [Invoice Date]. The total amount due is [Amount].

If you have already made the payment, please disregard this message. If not, I would appreciate it if you could let me know when we might expect the payment.

Thank you for your attention to this matter. I truly appreciate your business and look forward to continuing our partnership!

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