

Dear [Recipient's Name],

I hope this message finds you well. This is just a friendly reminder regarding the invoice #[Invoice Number] issued on [Invoice Date], which was due on [Due Date]. As of today, we have not yet received payment.

If you have already made the payment, please disregard this notice. If not, we kindly ask you to process it at your earliest convenience to avoid any late fees.

Please let us know if you have any questions or if there is anything we can assist you with.

Thank you for your attention to this matter!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]