

Friendly Reminder: Invoice Payment Due

Hi [Client's Name],

I hope this message finds you well! I wanted to take a moment to remind you that we have an outstanding invoice, #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount].

If you have already made the payment, please disregard this message. Otherwise, we kindly request that you process the payment by [Due Date].

If you have any questions or need further assistance, please feel free to reach out.

Thank you for your attention to this matter!

Best regards,

[Your Name]

[Your Company Name]

[Your Contact Information]