

Polite Reminder for Outstanding Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you about the outstanding invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, the amount of [Amount Due] is still pending. We understand that oversights happen, and we appreciate your attention to this matter.

Please let us know if you have any questions or if you need any additional information regarding this invoice. We value your partnership and look forward to settling this promptly.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]