

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company]

[Client Address]

[City, State, ZIP Code]

**Subject: Reminder for Pending Invoice #[Invoice Number]**

Dear [Client Name],

I hope this message finds you well. I am writing to remind you that the invoice #[Invoice Number], dated [Invoice Date], for [Description of Services or Goods] in the amount of [Invoice Amount] is still outstanding. According to our records, the payment was due on [Due Date].

If you have already sent the payment, please disregard this reminder. Otherwise, we would appreciate your prompt attention to this matter. If you have any questions regarding the invoice or require any further documentation, please feel free to contact me directly.

Thank you for your attention to this matter. We value your business and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]