

## **Subject: Friendly Follow-Up on Invoice #12345**

Dear [Recipient's Name],

I hope this message finds you well! I wanted to take a moment to follow up on the invoice #12345, which was sent on [Invoice Date]. I understand that things can get busy, and I appreciate your attention to this matter.

If you have already processed the payment, please disregard this message. If not, I would greatly appreciate it if you could let me know when it might be convenient for you to settle it.

Thank you so much for your continued support. Please feel free to reach out if you have any questions or if there is anything I can assist you with.

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