

# Outstanding Invoice Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to remind you that Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], is currently outstanding.

As of today, the invoice is [Number of Days] days overdue. We kindly request that you process this payment at your earliest convenience. Please reach out if you have any questions or need further assistance regarding this invoice.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]