

Invoice Receipt Reminder

From: [Your Company Name]

To: [Client's Name]

Date: [Current Date]

Subject: Invoice Receipt Reminder - Invoice #[Invoice Number]

Dear [Client's Name],

This is a friendly reminder regarding the payment for Invoice #[Invoice Number] issued on [Invoice Date]. As of today, we have not yet received the payment, which was due on [Due Date].

We kindly ask you to check on this matter and ensure that the payment is made at your earliest convenience to avoid any late fees.

If you have already sent the payment, please disregard this notice. Otherwise, please feel free to contact us if you have any questions or concerns.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]