

# Invoice #12345

Dear [Client Name],

We hope this message finds you well. This is a friendly reminder regarding the invoice we sent on [Invoice Date] for [Description of Goods/Services]. The total amount due is [Amount].

For your convenience, please find the invoice attached. We kindly ask that payment be made by [Due Date].

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]