

Date: [Insert Date]

Dear [Client Name],

I hope this message finds you well. We value our ongoing partnership with [Client's Company Name] and appreciate your trust in our services.

We wanted to gently remind you that Invoice #[**Invoice Number**], issued on [**Invoice Date**] for [**Invoice Amount**], is currently outstanding. According to our records, the payment was due on [**Due Date**].

We understand that oversights can happen, and if payment has already been made, please disregard this note and accept our thanks. If you have not yet had the opportunity to settle the invoice, we kindly ask that payment is made at your earliest convenience.

If there are any questions or concerns regarding the invoice, or if you require any assistance, please don't hesitate to reach out. We are happy to help in any way we can.

Thank you again for your attention to this matter, and we look forward to continuing our successful relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]