

[Your Company Letterhead]

[Date]

[Client Name]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

Subject: Friendly Reminder â€“ Outstanding Invoice #*[Invoice Number]

Dear [Client Name],

I hope this message finds you well. We truly value the relationship we have built with you and appreciate your trust in our services.

This is a gentle reminder regarding the outstanding payment for invoice #*[Invoice Number], dated [Invoice Date], amounting to [Invoice Amount]. According to our records, the payment was due on [Due Date].

We would be grateful if you could kindly process this payment at your earliest convenience. If you have already sent the payment, please disregard this notice. Should you need any further details or assistance regarding this invoice, feel free to contact us.

Thank you very much for your attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]