

[Your Company Name]

[Company Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

To:

[Recipient Name]

[Recipient Company Name, if applicable]

[Recipient Address]

[City, State ZIP Code]

Subject: Payment Reminder Notice – Invoice #[Invoice Number]

Dear [Recipient Name],

We hope this message finds you well. This is a friendly reminder that payment for the following invoice remains outstanding:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Original Due Date]
- **Total Amount Due:** [Invoice Amount]

As of today, the above invoice is **[Number of Days Late]** days overdue. We understand that oversights can happen, and if payment has already been made, please disregard this notice. Otherwise, we kindly request that you remit payment at your earliest convenience.

Payment can be made via [preferred payment methods or instructions]. Should you require a copy of the invoice or have any queries regarding this matter, please do not hesitate to contact us at [Contact Information].

We value your business and look forward to resolving this matter promptly, ensuring the continuation of our positive working relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

This is an automated reminder notice. If you have recently sent your payment, please ignore this message.