

Your Company Name

123 Business Road
City, State ZIP Code
Phone: (123) 456-7890
Email: info@yourcompany.com
Date: [Insert Date]

Client Name

Client Company Name
456 Client Street
City, State ZIP Code

Re: Outstanding Invoice Payment Request â€“ Invoice #[Invoice Number]

Dear [Client Name],

We hope this letter finds you well. We are writing to remind you that payment for Invoice #**[Invoice Number]**, dated **[Invoice Date]**, remains outstanding. As of today, the balance due is **\$[Amount Due]**, with the original due date being **[Due Date]**.

We kindly request that the outstanding amount be settled by **[Payment Deadline]**. For your reference, a copy of the invoice is attached. Please make your payment to the account details provided on the invoice, or contact our office if you need further information.

If you have already arranged for payment, please disregard this notice. Should you have any questions or concerns about this invoice, do not hesitate to contact us at **[Contact Email]** or **[Contact Phone Number]**.

We greatly value your business and appreciate your prompt attention to this matter. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
Your Company Name