PAYMENT REMINDER

Invoice Overdue

Hello [Client Name],

This is a friendly automated reminder that we haven't received payment for invoice **#[Invoice Number]**, which was due on **[Due Date]**.

Invoice Number:	#[Invoice Number]
Invoice Date:	[Issue Date]
Days Overdue:	[Number] Days
Total Amount:	**[Currency Symbol][Amount]**

If you have already sent the payment, please disregard this notice. Otherwise, you can settle the balance using the link below:

View & Pay Invoice

If you have any questions or need to discuss payment options, please don't hesitate to reach out.

Best regards,
[Your Company Name]
[Contact Email/Phone]