Friendly Reminder: Overdue Invoice

Hello [Client Name],

This is a friendly note to let you know that we haven't yet received payment for invoice **#[Invoice Number]**, which was due on **[Due Date]**.

We understand things can get busy, so we wanted to bring this to your attention in case the original email was missed.

Invoice Details:
Invoice Number: #[Invoice Number]
Amount Due: **[Currency/Amount]**
Days Overdue: [Number]

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

If you have any questions or need a new copy of the invoice, just let us know.

Best regards,

[Your Name/Company Name]
[Your Email/Phone]

Thank you for your business!