Friendly Reminder: Invoice [Invoice Number]

Hi [Client Name],

I hope you're having a great week.

This is just a friendly follow-up regarding **Invoice [Invoice Number]**, which appears to be slightly overdue. We wanted to ensure the invoice reached the right person and ask if there is anything we can do to assist with the payment process.

Invoice Summary:
Amount Due: [Amount]
Due Date: [Due Date]
Project: [Project Name]

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

View & Pay Invoice

If there are any issues or if you need another copy of the invoice attached, please let me know. We value your business and look forward to hearing from you.

Best regards,

[Your Name/Company Name]
[Phone Number]
[Website]