Subject: Follow-up: Invoice [Invoice Number]

Dear [Client Name],

I hope this email finds you well.

This is a friendly reminder that we have not yet received payment for invoice **[Invoice Number]**, which was due on **[Due Date]**. We understand that things can get busy, and this may have simply slipped your mind.

Invoice Summary:
Invoice ID: [Invoice Number]
Issue Date: [Date]
Amount Due: [Currency/Amount]
Status: Overdue

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.

For your reference, I have attached a copy of the invoice to this email. Please let us know if you have any questions or if there is anything we can do to assist with the process.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Company Name]
[Your Phone Number]