Payment Reminder

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for invoice **#[Invoice Number]**, which was due on **[Due Date]**.

Invoice Number: [Invoice Number]

Amount Due: [Currency/Amount]

Days Overdue: [Number]

We understand that things can get busy, and this may have simply slipped your mind. 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. You can find the original invoice attached to this email for your reference.

If you have any questions or are experiencing any issues with the payment process, please let us know so we can assist you.

Thank you for your prompt attention to this matter.

Best regards,

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

Note: This is an automated reminder regarding an outstanding balance.