Invoice Reminder

To:

Date:

Invoice #:

Amount Due:

Due Date:

Dear [Customer Name],

This is a friendly reminder that we have not yet received payment for the invoice mentioned above. According to our records, this payment is now overdue.

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

If you have any questions regarding this invoice or if there is anything we can do to assist with the payment process, please let us know.

Thank you for your business.

Regards,

Company:

Phone/Email: