

FRIENDLY REMINDER

Invoice [Invoice Number]

Hello [Client Name],

We hope you are having a productive week. This is just a brief note to remind you that payment for invoice **[Invoice Number]** is now slightly past its due date.

Original Due Date: [Date]

Total Amount: [Amount]

Outstanding Balance: **[Amount]**

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 regarding the invoice or require any assistance with the payment process, please let us know.

Best regards,
[Your Name/Company Name]

[Your Website] | [Your Phone Number] | [Your Email]