

Professional Payment Reminder Message Template

Subject: Friendly reminder - Invoice #[number] past due

Dear [Client name],

I hope you're doing well. I'm reaching out regarding Invoice #[invoice number] for [service/product] that was due on [original due date]. As of today, this payment is [number] days past due.

I understand that sometimes invoices can get overlooked in busy schedules, so I wanted to send a friendly reminder. The outstanding amount is \$[amount] for [brief description of work/products].

For your convenience, I'm attaching a copy of the original invoice. You can process payment via [payment methods available] or contact me if you need alternative arrangements.

If there are any issues with the invoice or if you need to discuss payment terms, please don't hesitate to reach out. I'm here to work with you to resolve this quickly.

I value our business relationship and appreciate your prompt attention to this matter.

Thank you for your time.

Best regards,

[Your name]

[Your title]

[Company name]

[Contact information]

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