

Friendly Payment Reminder

Subject: Gentle Reminder: Invoice [Invoice Number] Outstanding

Hi [Client Name],

I hope you're doing well. I just wanted to remind you that Invoice [Invoice Number], issued on [Invoice Date], is still outstanding.

We would appreciate if the payment of [Amount] could be made by [Due Date]. Please let us know if there are any questions or issues regarding the invoice.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/debt-collection-letters-for-unpaid-invoices>