**[Your Company Name]**  
**[Address]**  
**[Phone Number]**  
**[Email Address]**  
**[Date]**

**To:**

Mr./Ms. [Customer’s Full Name]  
[Customer’s Company Name, if applicable]  
[Customer’s Address]

**Subject: Reminder – Payment Due for Invoice #[Invoice Number]**

**Dear Mr./Ms. [Last Name],**

I hope this message finds you well.

This is a courteous reminder that payment for **Invoice # [Invoice Number]**, dated **[Invoice Date]**, in the amount of **[Amount Due]**, is due on **[Due Date]**. As of today, we have not yet received the payment.

We kindly ask that the payment be made at your earliest convenience to avoid any potential late fees or service interruptions. A copy of the invoice is attached for your reference.

Should the payment already be in process, please disregard this notice. If there are any issues or questions regarding this invoice, feel free to reach out to us directly.

We truly appreciate your business and look forward to continuing our professional relationship.

**Sincerely,**

[Your Full Name]  
[Your Position]  
[Your Company Name]