

Polite Heartfelt Collection Reminder

Subject: Gentle Reminder “ Outstanding Invoice

Dear [Customer Name],

We hope you are doing well. We noticed that payment of [Amount] for invoice #[Invoice Number] is still pending. We understand that oversights happen, and kindly request that you settle this at your earliest convenience.

Thank you for your understanding and continued cooperation.

Warm regards,

[Your Name]

[Company Name]

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