

Polite Reminder Collection Email

Subject: Friendly Reminder – Unpaid Invoice No. [Invoice Number]

Dear [Customer Name],

I hope you're doing well. This is just a friendly reminder that the payment for Invoice No. [Invoice Number] in the amount of [Amount] remains outstanding. The original due date was [Due Date].

If you've already processed this payment, please disregard this email. If not, we kindly ask that you complete the payment by [New Deadline] to keep your account in good standing.

If you're experiencing any issues, let us know so we can find a suitable solution together.

Warm regards,

[Your Name]

[Company Name]

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