

Friendly Collection Message for Long-Time Clients

Subject: Quick Reminder Regarding Your Account

Hi [Customer First Name],

I hope everything is going well on your end. I just wanted to drop a quick note to remind you about the outstanding balance of [Amount] from Invoice No. [Invoice Number], originally due on [Due Date].

We truly value our long-standing relationship and completely understand that occasional delays happen. Please let us know if there's any way we can help make the payment process easier.

Thanks again for your trust and business.

Best,

[Your First Name]

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