Friendly Payment Reminder Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Gentle Reminder - Outstanding Balance #[Invoice Number]

Dear [Customer's Name],

I hope this message finds you well. We wanted to remind you of the unpaid invoice (#[Invoice Number]) for [Amount] that was due on [Due Date]. We understand that oversights can happen, and we kindly ask that you address this matter at your earliest convenience.

Please refer to the invoice for payment options or reach out to our friendly accounts team at [Accounts Department Phone Number] if you have any questions or concerns.

Thank you for your prompt attention to this matter.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]