

Friendly Email

Subject: Quick Reminder: Payment Due

Hi [Customer Name],

I hope you're doing well! I just wanted to send a gentle reminder that your payment of [Amount] for [Invoice/Service] is still outstanding. No rush, but if you could take a moment to settle it, that would be awesome.

If you've already made the payment, please ignore this message. Thanks for your attention!

Cheers,

[Your Name]

[Company Name]

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