

Initial Payment Reminder Email

Subject: Payment Reminder - Invoice #[Invoice Number]

Dear [Customer Name],

I hope this message finds you well. I am writing to bring to your attention that payment for Invoice #[Invoice Number] dated [Date] in the amount of \$[Amount] appears to be overdue.

According to our records, the payment was due on [Due Date], and we have not yet received payment. This may simply be an oversight on your part, or perhaps the invoice was misplaced.

For your convenience, I have attached a copy of the original invoice to this email. Payment can be made via [payment methods].

If you have already sent payment, please disregard this notice and accept our thanks. If there are any questions about this invoice or if you need to discuss payment arrangements, please contact me at your earliest convenience.

We value our business relationship and look forward to resolving this matter promptly.

Best regards,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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