

Friendly Payment Reminder Email

Subject: Quick reminder about Invoice #[Invoice Number]

Hi [Customer Name],

Hope you're doing well! I wanted to reach out with a friendly reminder that Invoice #[Invoice Number] for \$[Amount] was due on [Due Date].

I know how busy things can get, and invoices sometimes slip through the cracks. No worries at all â€” it happens to the best of us!

If you could take a moment to process this payment, I'd really appreciate it. You can:

- Send a check to [Address]
- Use Venmo/PayPal at [Handle]
- Bank transfer to [Account Info]

If there are any issues with the invoice or if you need to chat about payment timing, just give me a call or shoot me an email. I'm always happy to work something out.

Thanks so much for being a great customer. Looking forward to continuing our work together!

Best,

[Your Name]

[Business Name]

[Phone/Email]

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