

Polite reminder email requesting payment

Subject: Gentle Reminder – Pending Payment

Hi [Client's First Name],

I hope this message finds you well. I just wanted to remind you that the payment of [amount] for Invoice #[number] issued on [date] is still pending. The due date was [due date], and we'd appreciate it if you could process the payment at your earliest convenience.

We completely understand that sometimes things slip through the cracks. Please let me know if there's anything on our side that might be holding things up.

Thanks a lot for your cooperation, and we look forward to closing this out soon.

Warm regards,

[Your Name]

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