

Friendly Reminder for Outstanding Payment

Subject: Gentle Reminder: Outstanding Invoice

Hello [Recipient Name],

We hope you are doing well. This is a friendly reminder that the payment of [Amount] for invoice [Invoice Number], due on [Due Date], is still pending.

We would greatly appreciate it if the payment could be made at your earliest convenience. Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Company Name]

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