

Warm and Personal Approach

Subject: Friendly Reminder About Outstanding Invoice

Dear [Client Name],

I hope you and your team are doing well! It's always a pleasure working with [Company Name], and we truly value our long-standing partnership.

I wanted to reach out personally regarding Invoice #[Invoice Number] for \$[Amount], which appears to have been overlooked. The invoice was due on [Due Date], and it's now been [Number] days.

I know how busy things can get, and sometimes these things slip through the cracks. Could you please check on this for me when you have a moment?

If there's anything unusual about this invoice or if you need any clarification, please don't hesitate to give me a call. We're always happy to work with our valued clients to resolve any concerns.

Thanks so much for your attention to this matter. Looking forward to continuing our great working relationship!

Warmest regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/pending-or-outsanding-payment-request-letter>