

Informal Follow-up Message

Subject: Quick reminder about invoice payment

Hi [First Name],

Hope things are going well on your end!

Just wanted to send a quick reminder that Invoice #[Invoice Number] for \$[Amount] is a few days past due. The original due date was [Due Date].

No worries if it just slipped your mind - happens to all of us! Could you please take a look and get that processed when you have a chance?

Let me know if you have any questions or if there's anything I can help clarify.

Thanks!

[Your Name]

[Email Signature]

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