

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Friendly Reminder: Outstanding Invoice [Invoice Number]**

Dear [Recipient Name],

I hope this email finds you well. I am writing to provide a gentle reminder regarding the outstanding payment for billable hours completed between [Start Date] and [End Date].

According to our records, invoice [Invoice Number], issued on [Date Issued] for the amount of \$[Total Amount], is now slightly past its due date of [Due Date].

We understand that things can get busy, and this may have simply slipped your mind. Attached is a copy of the invoice for your reference. If payment has already been sent, please disregard this notice.

You can complete the payment via [Mention Payment Method, e.g., Bank Transfer, Online Link, or Check].

If you have any questions regarding the billed hours or if there is anything I can assist you with to facilitate the payment, please do not hesitate to reach out.

Thank you for your prompt attention to this matter and for the opportunity to work with you.

Best regards,

[Your Name]