

From: accounts@company.com

To: client@email.com

Date: June 15, 2024

**Subject: Payment Reminder Notice**

Dear [Client Name],

We hope this message finds you well. This is a gentle reminder that payment for Invoice **[#12345]**, dated **[May 20, 2024]**, in the amount of **[USD 1,200.00]**, remains outstanding.

As per our records, the payment was due on **[June 10, 2024]**. We kindly request you to process the payment at your earliest convenience. Please find the payment details below:

**Bank Name:** [Bank Name]

**Account Number:** [Account Number]

**IFSC/Swift Code:** [Code]

If you have already made the payment, please disregard this notice. Otherwise, kindly update us with the payment confirmation or the expected payment date.

Should you have any queries regarding this invoice, please feel free to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

**Important Notes:**

- Always clearly mention invoice number and due date in payment reminders.
- Maintain a polite and professional tone to preserve business relationships.
- Include precise payment instructions to avoid confusion.
- Follow up if there is no response after the initial reminder.
- Keep records of all correspondence regarding payment reminders.