

Your Name or Company Name  
Address Line 1  
Address Line 2  
City, State ZIP  
Phone: (XXX) XXX-XXXX  
Email: youremail@example.com

Date: June 6, 2024

Recipient Name  
Recipient Address Line 1  
Recipient Address Line 2  
City, State ZIP  
**Subject: Friendly Payment Reminder**

Dear [Recipient Name],

We hope this message finds you well. This is a friendly reminder that the payment for Invoice #12345, dated May 15, 2024, with a total amount of \$500.00, is now overdue.

We understand that oversights happen and would greatly appreciate it if you could process the payment at your earliest convenience. Attached, please find a copy of the invoice for your reference.

If payment has already been made, kindly disregard this notice. Should you have any questions or require additional information, please feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Position, if applicable]

**Important Notes:**

- Always keep the tone polite and professional.
- Avoid making legal threats or using harsh language.
- Include clear invoice details and contact information.
- Attach copies of relevant documents if applicable.
- Maintain records of all correspondence for future reference.