To:  **(Insert recipient email)   
Subject:**  Payment Reminder

**Attach the invoice!**

Hello,

This is a friendly reminder that the invoice is overdue, please find the invoice attached.

We understand that oversights happen but would appreciate prompt payment of this amount. If payment has already been made please ignore this email. Please let us know when we can expect to receive the payment?

Thanks in advance for your cooperation.

Best regards,