**FRIENDLY PAYMENT REMINDER EMAIL TO CLIENT**

Subject Line: **Sender: invoice (123456700) OVERDUE**

Dear Grace,  
  
I hope you are well.  
  
We have yet to receive payment from yourselves of $150 in respect of our invoice (123456700) which was due for payment on **1st May 20XX.**  
  
This invoice is now 16 days overdue and is becoming problematic for us. Please could you let us know about when payment will be made as a matter of urgency.  
  
Best regards,  
William