

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Outstanding Payment Follow-Up

We hope this message finds you well. We are writing to follow up on an outstanding payment for invoice [Invoice Number], issued on [Invoice Date], which was due on [Due Date]. The current outstanding balance is [Amount Due].

We understand that oversights can happen, and we would appreciate your attention to this matter at your earliest convenience. Please let us know if there are any issues regarding this payment or if you need further details.

To facilitate this process, we have included the payment details below:

- Amount Due: [Amount Due]
- Payment Methods: [Payment Methods]
- Due Date: [Due Date]

We value your business and appreciate your prompt response to this matter.

Thank you for your attention.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]