

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-up on Invoice #[Invoice Number]

I hope this message finds you well. I am writing to follow up on Invoice #[Invoice Number], which was issued on [Invoice Date] and was due for payment on [Due Date].

As of today, we have not yet received payment for this invoice, and I wanted to check in to see if there are any issues or questions regarding the invoice that I can assist with.

To facilitate the process, I have attached a copy of the invoice for your reference. We greatly value your partnership and appreciate your attention to this matter.

Please let me know if you need any further information. Thank you for your prompt attention to this invoice.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]