

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Pending Payment

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

As of today, the amount of [Amount Due] remains outstanding. Please let me know if there are any issues or if you require further information regarding the invoice.

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]