

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice [Invoice Number] dated [Invoice Date] for [brief description of goods/services provided], which was due on [Due Date].

As of today, we have not received payment, and I wanted to ensure there were no issues or questions that we can assist with. The total amount due is [Amount Due].

We greatly value your business and appreciate your prompt attention to this matter. Please let us know if you require any further details or if there is anything we can do to expedite the payment process.

Thank you for your attention to this matter, and I look forward to your prompt reply.

Warm regards,

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