

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 our invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received payment, and I wanted to check if there are any issues or if you require further information regarding this invoice.

Invoice Details:

- Invoice Number: [Invoice Number]

- Amount Due: [Amount]

- Due Date: [Due Date]

We appreciate your prompt attention to this matter and would be grateful if you could let us know the status of the payment. If you have already sent the payment, please disregard this notice.

Thank you for your cooperation. We look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]