

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

Dear [Recipient's Name],

Subject: Payment Request for Invoice [Invoice Number]

I hope this message finds you well. I am writing to remind you about the outstanding payment for invoice [Invoice Number], dated [Invoice Date], in the amount of [Amount Due], which was due on [Due Date].

As of today, we have not yet received payment, and I wanted to follow up to see if there are any issues that may have delayed the processing. We value our relationship with you and appreciate your attention to this matter.

Please let me know if you need any additional information or if there are any concerns regarding this invoice.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Website]