

Subject: Follow-Up on Overdue Invoice # [Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding invoice #[Invoice Number], which was due on [Due Date]. As of today, it remains unpaid.

The total amount due is [Invoice Amount]. If payment has already been sent, please disregard this notice. If not, we kindly request that you process this payment at your earliest convenience.

Should you have any questions or need further assistance, please feel free to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]