

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

Dear [Recipient Name],

Subject: Follow-Up on Unpaid Invoice [Invoice Number]

I hope this message finds you well.

I am writing to follow up regarding our invoice [Invoice Number], issued on [Invoice Date], which is currently unpaid. As of today, the total amount due is [Amount Due], and it was due on [Due Date].

Please let me know if there are any issues or questions regarding this invoice. We appreciate your prompt attention to this matter and look forward to hearing from you soon.

Thank you for your cooperation.

Best regards,

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