

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the invoice dated [Invoice Date], numbered [Invoice Number], which was due on [Due Date].

We understand that delays can occur and would like to check in to see if there are any issues or further information required from our side to facilitate the processing of this invoice.

As a reminder, the total amount due is [Invoice Amount]. We greatly appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company Name]