

[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],

I hope this message finds you well.

I am writing to follow up on the invoice [Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received the payment. We understand that oversights can happen and wanted to bring this to your attention.

If there are any issues or queries regarding the invoice, please feel free to reach out. We greatly value our partnership and are eager to resolve this matter promptly.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Warm regards,

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