

Subject: Follow-Up on Outstanding Payment

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 we have not yet received payment, I wanted to check in and ensure that everything is in order on your end. If there are any issues or if you require any further information, please let me know.

We value our relationship and appreciate your timely attention to this matter.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]