

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Invoice Follow-Up

We hope this message finds you well. This is a gentle reminder regarding the outstanding payment for invoice [Invoice Number], which was due on [Due Date].

As of today, the amount of [Invoice Amount] remains unpaid. We understand that oversights happen, and if you have already sent the payment, please disregard this notice.

For your convenience, we have attached a copy of the invoice for your reference. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]