

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[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 on the payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not received the payment, which amounts to [Amount Owed]. If you have already sent the payment, please disregard this letter. Otherwise, I kindly ask you to process the payment at your earliest convenience. If there are any issues or if you need assistance regarding this matter, please do not hesitate to reach out to me.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]