

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well.

I am writing to follow up regarding the outstanding payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received the payment, which amounts to [Amount Due].

We understand that oversights can happen, and we appreciate your attention to this matter. Kindly let us know if there are any issues or if you need any assistance to facilitate the payment process.

Your prompt response would be greatly appreciated.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Contact Information]