

[Your 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 outstanding payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the payment is [number of days] days overdue.

We understand that oversights can occur and would appreciate if you could provide us with an update on the status of this payment. If there are any issues or if you require any further information, please do not hesitate to reach out.

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

Best regards,

[Your Name]
[Your Position]
[Your Company Name]