

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Follow-Up on Invoice #[Invoice Number]

I hope this message finds you well. I am writing to follow up on the invoice #[Invoice Number] that was issued on [Invoice Date]. According to our records, the payment was due on [Due Date], and we have yet to receive it.

We understand that things can get busy, and this might have slipped through the cracks. We kindly request that you review our outstanding invoice at your earliest convenience.

For your reference, here are the details of the invoice:

- Invoice Number: #[Invoice Number]

- Amount Due: \$[Amount]

- Due Date: [Due Date]

If you have already sent the payment, please disregard this message.

Otherwise, we would appreciate it if you could update us on the status of the payment.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]