

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

Dear [Recipient's Name],
Subject: Payment Follow-Up

I hope this message finds you well. I am writing to follow up on Invoice #[Invoice Number], dated [Invoice Date], which was due for payment on [Due Date].

As of today, our records indicate that we have not yet received the payment of [Invoice Amount]. We understand that oversights happen and would like to ensure there are no issues or questions regarding the invoice.

If you have already processed the payment, please disregard this message. Otherwise, we kindly ask that you confirm when we can expect to receive the payment.

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

Warm regards,
[Your Name]
[Your Position]
[Your Company]