

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

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

I hope this message finds you well. This is a friendly reminder regarding the outstanding payment for Invoice # [Invoice Number], issued on [Invoice Date], which was due on [Due Date].

The total amount due is [Amount Due]. We would greatly appreciate your prompt attention to this matter. If you have already processed this payment, please disregard this notice.

Should you have any questions regarding this invoice or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]