

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

Dear [Recipient Name],

Subject: Follow-up on Pending Payment

I hope this message finds you well. I am writing to address an important matter regarding the pending payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received the payment of [Amount Due].

We understand that oversights can happen and would appreciate your assistance in resolving this issue at your earliest convenience. If there are any discrepancies or further discussions needed regarding this payment, please do not hesitate to reach out.

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

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]