

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

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

Dear [Client's Name],

I hope this message finds you well. We are writing to follow up on the invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As of today, we have not yet received payment, and we would appreciate an update on the status of this invoice. If you have already processed the payment, please disregard this message.

If you have any questions or concerns regarding the invoice or require further documentation, please feel free to reach out.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]