

[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],

I hope this message finds you well. I am writing to follow up on the outstanding payment of [Invoice Amount] for invoice number [Invoice Number], which was due on [Due Date].

As of today, we have not yet received the payment, and I wanted to check in to see if there are any issues that we can assist you with.

We value your business and appreciate your prompt attention to this matter. Please let me know if you need any further information or if there is a timeline for when we might expect the payment.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]