

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company 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. I am writing to follow up on invoice #[Invoice Number], which was issued on [Invoice Date] for [Description of Goods/Services]. According to our records, this invoice is currently outstanding and was due for payment on [Due Date].

We understand that oversights can occur, and we appreciate your attention to this matter. If you have already sent the payment, please disregard this notice. Otherwise, we would be grateful if you could process this payment at your earliest convenience.

Should you have any questions regarding the invoice or if you require any further information, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]