

[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],

I hope this message finds you well.

I am writing to follow up on invoice [Invoice Number], which was due on [Due Date]. As of today, we have not yet received payment. The total amount due is [Amount].

We understand that oversights happen, and we kindly ask you to check your records at your earliest convenience. If you have already processed this payment, please disregard this notice and let us know the payment details for our records.

If you require any assistance or further information regarding this invoice, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

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