

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company 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 for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received payment.

We kindly ask that you review the status of this payment and let us know if there are any issues or if further information is needed.

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

Sincerely,

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