

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on Outstanding Payment

I hope this message finds you well. We greatly value your partnership and appreciate your business. However, we would like to bring to your attention that we have not yet received payment for Invoice #[Invoice Number], which was due on [Due Date].

As of today, the amount of [Amount Due] remains outstanding. We understand that oversights can happen, and there may be valid reasons for the delay. If there are any issues or concerns regarding this invoice, please do not hesitate to reach out to us.

We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruptions in service. Our payment details are as follows:

[Payment Details/Instructions]

Should you have already sent your payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]