

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Company]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Follow-Up on Outstanding Payment

I hope this message finds you well. I am writing to remind you that we have not yet received your payment for invoice #[Invoice Number], which was due on [Due Date].

The total amount outstanding is [Amount]. It is possible that this matter has just escaped your attention, and I would appreciate if you could check your records.

Please let us know if there are any issues preventing the payment, or if you require any additional information to process it.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

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