

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

Subject: Follow-Up on Outstanding Payment Invoice #[Invoice Number]

I hope this message finds you well. I am writing to follow up regarding the outstanding payment for Invoice #[Invoice Number], which was issued on [Invoice Date] and due on [Due Date]. As of today, the amount of [Invoice Amount] remains unpaid.

We understand that oversights happen, and we appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this message. However, if not, we kindly request that you process the payment at your earliest convenience.

For your reference, here are the payment details:

- Invoice Number: [Invoice Number]
- Due Date: [Due Date]
- Amount Due: [Invoice Amount]
- Payment Method: [Payment Method Details]

If you have any queries or require further information, please do not hesitate to reach out. We value your partnership and look forward to resolving this matter swiftly.

Thank you for your attention to this important matter. We appreciate your cooperation.

Best regards,

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