

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's 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, the amount of [Amount Due] remains unpaid.

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. Please let us know if you have any questions or if there are issues we can assist you with to expedite the payment process.

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

Best regards,

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