

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Follow-Up on Overdue Invoice [Invoice Number]

I hope this message finds you well. I am writing to follow up regarding the invoice [Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received payment for this invoice, and it is currently [number of days] days overdue.

The total amount due is [Invoice Amount]. We kindly ask that you review your records and process the payment at your earliest convenience. If you have already sent the payment, please disregard this notice.

If there are any issues or questions regarding this invoice, please feel free to reach out to me directly. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]