

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the outstanding bill dated [Invoice Date], with the invoice number [Invoice Number], which remains unsettled.

We understand that oversights can happen, and we want to ensure that there are no issues on your end. If you have already made the payment, please disregard this message. Otherwise, we would appreciate it if you could provide an update regarding the status of this invoice.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]