

Payment Follow-Up Request

Date: [Insert Date]

To: [Recipient's Name]

[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 payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received the payment.

We would appreciate it if you could provide an update on the status of this payment at your earliest convenience. If you have already sent the payment, please disregard this reminder.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]