

# Pending Payment Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the pending payment for invoice #[Insert Invoice Number] dated [Insert Invoice Date], which was due on [Insert Due Date].

As of today, we have not yet received the payment of [Insert Amount], and we would appreciate your prompt attention to this matter.

If you have already processed this payment, please disregard this notice. Otherwise, please let us know if there are any issues or if you require additional information to facilitate the payment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]