

Invoice Follow-Up

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on Invoice #[Invoice Number] sent on [Invoice Date], which was due on [Due Date].

As of today, I have not yet received payment. If you've already processed the payment, please disregard this email. Otherwise, I would greatly appreciate it if you could provide an update regarding the payment status.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]