

Subject: Inquiry About Invoice Payment

Dear [Client's Name],

I hope this message finds you well. I wanted to follow up regarding the invoice I submitted on [Invoice Date] for [Project/Service Provided]. According to my records, the payment was due on [Due Date], and I have yet to receive it.

If there are any issues or if you require any further information regarding the invoice, please let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you!

Best regards,  
[Your Name]  
[Your Contact Information]  
[Your Website/Portfolio, if applicable]