

Invoice Payment Follow-Up

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Subject: Reminder for Invoice Payment

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder regarding the pending payment for invoice #[Invoice Number], which was due on [Due Date].

The total amount due is [Amount Due]. We kindly request that you process the payment at your earliest convenience to avoid any service interruptions.

If you have already made the payment, please disregard this notice. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]