

Dear [Client's Name],

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

If you have already processed the payment, please disregard this reminder. If not, I would appreciate it if you could let me know the status of the payment at your earliest convenience.

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

Best regards,

[Your Name]

[Your Freelance Business Name]

[Your Contact Information]