

Invoice Follow-Up

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the invoice (Invoice Number: [Insert Invoice Number]) I sent on [Insert Invoice Date] for the services I provided, which totaled [Insert Amount]. As of today, I have not yet received payment.

I understand that oversights can happen, and I wanted to kindly remind you that the payment was due on [Insert Due Date]. If there are any issues or if you have any questions regarding the invoice, please feel free to reach out.

Your prompt attention to this matter would be greatly appreciated. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Business Name]

[Your Phone Number]

[Your Email Address]