

Billing Statement Follow-Up

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on our previous billing statement sent on [Insert Date of Original Statement]. As of today, we have not yet received payment for the following invoice:

- Invoice Number: [Insert Invoice Number]
- Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]

If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask you to process the payment at your earliest convenience to avoid any late fees.

Please let us know if you have any questions or if there is any issue with the billing statement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]