

# Payment Follow-Up Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice [Invoice Number] sent on [Invoice Date] for the amount of [Invoice Amount]. As of today, we have not yet received the payment, which was due on [Due Date].

We understand that oversights can happen and would greatly appreciate your prompt attention to this matter. If the payment has already been processed, please disregard this message and kindly provide us with the payment details at your earliest convenience.

Thank you for your cooperation, and please do not hesitate to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]