

Dear [Recipient's Name],

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

We understand that oversights can happen, and we appreciate your attention to this matter. If you have already processed the payment, please disregard this message. Otherwise, we would be grateful if you could provide an update on the status of the payment.

Thank you for your understanding and cooperation. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]