

Dear [Vendor's Name],

I hope this message finds you well! I wanted to follow up regarding the invoice [Invoice Number] that was sent on [Invoice Date]. As we are closing our accounts for the month, I wanted to gently nudge you for the payment.

We truly value our partnership and appreciate your support. If you have already processed the payment, please disregard this message. If not, could you kindly provide an update on the status? Your assistance would be greatly appreciated.

Thank you for your attention to this matter, and I look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]