

Subject: Follow-Up on Pending Payment

Dear [Vendor's Name],

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

Please let us know if there are any issues or if further information is needed to process the payment. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]