

# Invoice Payment Follow-Up

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number], which was issued on [Invoice Date]. According to our records, the payment of [Invoice Amount] was due on [Due Date].

We understand that oversights happen and would appreciate it if you could provide us with an update regarding the payment status. If you have already sent the payment, please disregard this message.

Thank you for your attention to this matter. We value your business and are eager to continue our successful partnership.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]