

Subject: Follow-Up on Outstanding Invoice #[Invoice Number]

Dear [Recipient's Name],

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

Please let us know if there are any issues or if you need any further information to process this payment. We appreciate your timely attention to this matter.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]