

# Subject: Follow-Up on Outstanding Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment for [Invoice Number/Description] dated [Invoice Date], 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 you require any further details to expedite the payment process. We greatly appreciate your attention to this matter.

Thank you for your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]