

Urgent Invoice Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice [#Invoice Number], which was sent on [Invoice Date]. As of today, the payment of [Invoice Amount] remains outstanding.

We kindly request that you process this payment at your earliest convenience, as it is crucial for our operations. If you have already sent the payment, please disregard this message and accept our thanks.

If there are any issues or questions regarding the invoice, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]