

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the invoice submitted on [Invoice Date] for the completed project, [Project Name]. As of today, we have not yet received the payment of [Amount Due], which was due on [Due Date].

We appreciate the opportunity to work with you and understand that unforeseen circumstances may arise. If there are any issues or questions regarding the invoice, please do not hesitate to reach out. Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]