

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding Invoice #[Invoice Number], which was issued on [Invoice Date] and was due on [Due Date].

As of today, we have not yet received the payment of [Amount Due]. We understand that oversights can occur, and therefore wanted to kindly remind you of this outstanding balance.

Please let us know if there are any issues that we can assist you with, or if you require any further documentation from our side to facilitate the payment process.

Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]