

# Follow-Up Letter for Invoice Settlement

Date: [Insert Date]

To,

[Client's Name]

[Client's Company]

[Client's Address]

[Client's City, State, Zip Code]

Dear [Client's Name],

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

We understand that oversights can happen, and we appreciate your attention to this matter. The total outstanding amount is [Amount]. We kindly ask that you process this payment at your earliest convenience.

If you have already made the payment, please disregard this message. If you have any questions or need further clarification, feel free to reach out directly.

Thank you for your prompt attention to this matter. We look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]