

Invoice Follow-up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number] sent on [Invoice Date], which is currently outstanding.

As of today, the invoice is [number of days] days overdue. We kindly request that you review this invoice at your earliest convenience. If you have already processed this payment, please disregard this message.

If you have any questions or require further information, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]