

Payment Follow-Up Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding the outstanding payment of [insert amount] for invoice number [insert invoice number], which was due on [insert due date].

As of today, we have not yet received the payment. I kindly ask you to let us know if there are any issues we can assist with or if you need any additional information from our side.

We value your business and appreciate your prompt attention to this matter. Please feel free to reach out to me directly at [your phone number] or [your email] if you have any questions.

Thank you for your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]