

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding Invoice #[Invoice Number], issued on [Invoice Date]. As per the terms outlined in that invoice, we were expecting payment by [Due Date].

As of today, we have not yet received the payment, and I wanted to check if there are any issues or additional information needed to facilitate the processing. We greatly value our relationship and appreciate your prompt attention to this matter.

If you have already sent the payment, please disregard this notice. Otherwise, I would appreciate it if you could provide an update regarding the status of the invoice at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]