

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payments related to [Invoice/Service/Product Name] dated [Invoice Date]. As of today, we have not yet received the payment of [Amount Due], which was due on [Due Date].

We appreciate your prompt attention to this matter, as it will help us maintain accurate records and continue to provide you with our services without interruption. If you have already processed this payment, please disregard this message, and we kindly ask you to share the payment confirmation with us.

If there are any issues or if you require any further documentation, please do not hesitate to reach out. We are here to assist you.

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

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]