

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment of [Invoice Amount] for invoice number [Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, it appears that this payment has not yet been received.

We value your business and appreciate your prompt attention to this matter. If you have already processed this payment, please disregard this notice. Otherwise, we kindly request that you arrange for payment at your earliest convenience.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]