

Invoice Follow-Up

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice #[Invoice Number] submitted on [Invoice Date]. As of today, we have not yet received payment, and I wanted to confirm that there are no issues regarding the invoice.

The total amount due is \$[Amount Due], and the payment was originally due on [Due Date]. We would appreciate it if you could provide an update on the status of this payment at your earliest convenience.

If you have already processed this payment, please disregard this message. Otherwise, please let me know if you need any additional information or if there are any concerns we should address.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]