

Overdue Invoice Follow-Up

Dear [Supplier's Name],

I hope this message finds you well. I am writing to remind you that we have yet to receive payment for invoice #[Invoice Number], which was due on [Due Date]. According to our records, the amount of [Invoice Amount] is still outstanding.

Please let us know if there are any issues or if further clarification is needed regarding this invoice. We appreciate your immediate attention to this matter, and we look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]