

# **Subject: Follow-up on Unpaid Invoice #12345**

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on invoice #12345, which was issued on [Invoice Date] and was due on [Due Date]. As of today, we have not yet received payment.

Please let us know if there are any issues with the invoice or if you require any further information to process the payment. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

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