

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly follow up on invoice #[Invoice Number] issued on [Invoice Date], which appears to be overdue. We understand that oversights can happen, and we want to ensure that our records are accurate.

If you have already processed this payment, please disregard this message. Otherwise, we would greatly appreciate your attention to this matter at your earliest convenience.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]