

Follow-Up on Outstanding Payment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[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 outstanding payment of [amount] for invoice #[invoice number], which was due on [due date]. As of today, we have not yet received the payment.

We appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this letter. If not, please let us know if there are any issues we can assist you with to expedite the process.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]