

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the unpaid invoice dated [Invoice Date], with the invoice number [Invoice Number].

As of today, the total amount of [Amount] remains outstanding. We kindly ask you to check your records and confirm the status of this payment.

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could arrange for the payment at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

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