

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous invoice #[Invoice Number] sent on [Invoice Date], which was due on [Due Date]. As of today, we have yet to receive payment, and I wanted to check if there are any issues or questions regarding the invoice.

We greatly appreciate your prompt attention to this matter, as it helps us maintain our workflow effectively. Please let me know if you require another copy of the invoice or if there's anything further I can assist you with.

Thank you for your cooperation. I look forward to hearing from you soon!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]