

# Overdue Invoice Follow-Up

Dear [Client's Name],

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

We understand that oversights happen, and we would appreciate your prompt attention to this matter. The total amount due is [Amount]. If you have already sent the payment, please disregard this notice.

If you have any questions or need further details, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]