

Invoice Follow-Up

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As of today, our records indicate that the payment has not yet been received. If you have already sent the payment, please disregard this message. If not, we kindly request that you look into this matter at your earliest convenience.

If you have any questions or require further information regarding the invoice, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter. We appreciate your prompt response.

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