

## **Invoice Follow-Up**

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the invoice I submitted on [Invoice Date] for [Description of Services Rendered]. The invoice number is [Invoice Number], and the total amount due is [Amount].

As of today, I have not yet received payment, and I wanted to check if there were any issues or questions regarding the invoice. Your timely payment is greatly appreciated, as it allows me to continue providing quality services.

If you have already made the payment, please disregard this message. Otherwise, I would appreciate your confirmation of the payment status at your earliest convenience.

Thank you for your attention to this matter.

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