

Invoice Follow-Up Reminder

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up regarding invoice #[Invoice Number] that was sent on [Invoice Date]. As of today, we have not yet received payment, and I wanted to kindly remind you that the due date was on [Due Date].

If you have already sent the payment, please disregard this message. Otherwise, I would appreciate it if you could let me know the status of the invoice at your earliest convenience.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]