

Subject: Follow-Up on Pending Invoice #12345

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the pending invoice #12345, which was sent on [Invoice Date] and is due for payment on [Due Date].

As of today, we have not yet received payment. We understand that oversights can happen, and I wanted to check if you had any questions or if there's anything we can assist you with regarding this invoice.

If you have already sent the payment, please disregard this reminder. Otherwise, we would greatly appreciate it if you could process the payment at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]