

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the pending invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received payment, and I wanted to ensure that there are no issues or concerns regarding the invoice.

We value your business and understand that oversights can happen. If you have already processed this payment, please disregard this letter. Otherwise, we would appreciate your attention to this matter at your earliest convenience.

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

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]