

Overdue Payment Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you that your payment of [amount] for invoice #[invoice number], which was due on [due date], has not yet been received.

We understand that oversights happen and would appreciate it if you could look into this matter at your earliest convenience. Please let us know if you have any questions or if we can assist in expediting the payment process.

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

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