

Invoice Follow-Up

Dear [Vendor's Name],

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

As of today, we have not yet received payment. If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could provide us with an update regarding the status of the invoice.

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

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