

Payment Follow-Up Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment of [amount] that was due on [due date] for [description of goods/services].

As of today, we have not yet received this payment, and I wanted to ensure that there are no issues or misunderstandings regarding the invoice.

We value your business and appreciate your prompt attention to this matter. Please let us know if you require any further information to facilitate the payment process.

Thank you for your cooperation. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]