

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received payment.

Please let me know if there are any issues or if you require additional information from our side to process the payment.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]