

# Payment Follow-Up Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

We appreciate your prompt attention to this matter. If you have already sent the payment, please disregard this message. If not, we kindly ask you to arrange the payment at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]