

Payment Follow-Up

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the invoice #[Invoice Number] that was sent on [Invoice Date], which is currently overdue.

We value your business and would like to ensure that you have all the necessary details for processing this payment. The total amount due is [Amount Due]. If you've already sent the payment, please disregard this message. Otherwise, I would appreciate it if you could let us know your expected timeline for payment.

If you have any questions or require further information, please do not hesitate to reach out directly at [Your Email] or [Your Phone Number].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Phone Number]

[Your Company Email]