

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up regarding invoice #[Invoice Number] issued on [Issue Date], which is currently outstanding.

As per our records, the total amount of [Amount] remains unpaid. We would like to kindly request an update on the status of this invoice. If there have been any adjustments or issues, please let us know so we can address them promptly.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]