

Payment Follow-Up

Dear [Customer's Name],

We hope this message finds you well. As one of our valued and loyal customers, we would like to take a moment to thank you for your continued support.

We are reaching out to gently remind you that we have yet to receive your payment for invoice #[Invoice Number], which was due on [Due Date]. We understand that oversights happen and would appreciate your attention to this matter.

If you have already made the payment, please disregard this notice. Otherwise, we kindly request that the payment be processed at your earliest convenience to avoid any late fees.

Thank you for your attention to this matter. Should you have any questions or need assistance, please feel free to contact us.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]