

Payment Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice #[Invoice Number] dated [Invoice Date], which, according to our records, is currently overdue by [number of days overdue] days.

The total amount due is [Amount Due]. We would appreciate it if you could process this payment at your earliest convenience. If you have already made the payment, please disregard this reminder.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]