

Overdue Invoice Clarification

Dear [Customer's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number], which was due on [Due Date] and appears to be overdue.

We understand that oversights can happen, and we wanted to check in to see if there's been any issue with the invoice or if you require further clarification. The total amount due is [Amount Due].

Please let us know if you have received the invoice and if there are any questions or concerns. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]