

## **Subject: Inquiry Regarding Overdue Invoice - Extended Payment Terms**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on invoice # [Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, the invoice remains unpaid.

We understand that there may be circumstances that have delayed the payment process, and we are willing to discuss extending the payment terms if necessary. Your business is important to us, and we want to work together to find a solution.

Please let us know a suitable time for you to discuss this matter further. We appreciate your attention to this issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]