

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the payment terms outlined in our agreement dated [Date of Agreement]. As we approach the due date for the recent invoice #[Invoice Number] issued on [Invoice Date], I wanted to ensure that everything is in order for timely processing.

As per our agreement, the payment was due on [Due Date]. If there are any issues or concerns that we should address to facilitate this process, please let me know as soon as possible. We value our partnership and appreciate your cooperation in adhering to the agreed payment terms.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]