

Payment Follow-Up Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the payment that was due on [Insert Due Date] for invoice [Insert Invoice Number]. As of today, we have not yet received the payment.

We understand that oversights can occur, and we would like to kindly remind you of the outstanding amount of [Insert Amount]. Timely payments are essential for maintaining our business relationship and ensuring that we continue to provide the best service possible.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could arrange for the payment to be made at your earliest convenience.

If you have any questions or concerns, please do not hesitate to reach out. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]