

Dear [Client's Name],

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

If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could let us know the status of the payment at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]