

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number] that was issued on [Invoice Date] for [Description of Services/Goods]. According to our records, the payment was due on [Due Date] and remains unpaid.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate your prompt attention to this matter. If you require any additional information or have any questions, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]