

Payment Follow-Up for Invoice #12345

Dear [Client's Name],

I hope this message finds you well. We are writing to follow up on invoice #12345, which was due on [Due Date]. As of today, we have not yet received your payment of [Amount].

We understand that oversights happen, and we would appreciate it if you could check your records and let us know when we can expect payment. If you have already sent the payment, please disregard this message.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]