

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice that was due on [due date]. As of today, we have not yet received it.

Please let me know if there are any issues or if you require any further information to process this invoice. I appreciate your assistance in ensuring this matter is resolved promptly.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]