

Invoice Payment Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice scheduled for installments regarding [Invoice Number/Description].

As per our agreement, the next payment is due on [Due Date]. We kindly ask you to confirm if the payment will be processed by the due date to ensure a smooth continuation of our services.

If you have any questions or require further details regarding the payment schedule, please do not hesitate to reach out.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]