

# Invoice Payment Follow-Up

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on Invoice #[Invoice Number] which was sent on [Invoice Date]. According to our records, the payment of [Invoice Amount] was due on [Due Date] and has not yet been received.

We understand that oversights happen and would appreciate it if you could provide us with an update regarding this matter. If payment has already been made, please disregard this notice.

Thank you for your attention to this matter. Should you have any questions or require further details, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]