

# Invoice Follow-Up for Overdue Payment

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the invoice [#Invoice Number] dated [Invoice Date], which was due on [Due Date]. We have not yet received payment and would like to kindly remind you of the outstanding balance of [Amount Due].

If you have already made the payment, please disregard this message. Otherwise, we would appreciate it if you could arrange for the payment at your earliest convenience. Should you have any questions or require additional information, please feel free to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]