

# Invoice Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the outstanding invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received payment.

The total amount due is [Amount Due]. We kindly request that you process this payment at your earliest convenience to avoid any late fees or disruptions in service.

If you have already sent payment, please disregard this notice. Otherwise, please let us know if you have any questions or require further assistance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]