

Dear [Recipient's Name],

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

Please let us know if there are any issues or if you require any further information regarding this invoice. We greatly appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]