

# Immediate Payment Follow-Up

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment of [insert amount] for invoice #[insert invoice number], which was due on [insert due date]. As of today, we have not yet received the payment.

We understand that oversights can occur, and we would appreciate your immediate attention to this matter. Please find the invoice attached for your reference.

If you have already sent payment, please disregard this letter. Otherwise, we kindly ask that you process this payment at your earliest convenience to avoid any late fees.

If you have any questions or need further assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]