

Subject: Follow-Up on Invoice #12345

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on invoice #12345, which was sent on [Invoice Date]. As of today, we have not yet received payment, and I wanted to check in to see if there were any issues or questions regarding the invoice.

The total amount due is [Amount Due] and the due date was [Due Date]. We value your partnership and understand that oversights happen.

Please let us know if you require any further information or if there is anything we can assist you with to expedite the payment process.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]