

Dear [Recipient's Name],

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

We understand that oversights can occur, and we would appreciate your attention to this matter. If the payment has been processed, please disregard this notice. Otherwise, could you please provide us with an update on the status of the invoice?

Your prompt response would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]