

Invoice Follow-Up

Dear [Recipient's Name],

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

If you have already sent the payment, please disregard this notice. If not, we would appreciate your attention to this matter at your earliest convenience.

Thank you for your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]