

Sample Formal Business Letter: Payment Follow-Up Request

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Payment Follow-Up for Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to bring to your attention that payment for invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount], remains outstanding. According to our agreed terms, payment was due on [Due Date], and as of today, we have not yet received it.

We greatly value our business relationship and understand that oversights can sometimes occur. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could arrange for settlement of the outstanding amount at your earliest convenience.

For your reference, I have attached a copy of the invoice to this correspondence. Should you require any further information or assistance regarding this payment, please feel free to contact me directly.

Thank you for your prompt attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]