

Sample Business Letter for Outstanding Invoice Payment Follow Up

This document provides a **sample business letter for outstanding invoice payment follow up**, designed to professionally remind clients of overdue payments while maintaining positive business relationships. It outlines courteous language and clear communication strategies to encourage prompt settlement of unpaid invoices, helping to improve cash flow and reinforce accountability. This template serves as an effective tool for businesses to address payment delays without jeopardizing future transactions, ensuring timely financial operations and fostering ongoing client trust.

[Your Company Letterhead]

Date: [Insert Date]
To: [Client's Name]
Company: [Client's Company Name]
Address: [Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to remind you that invoice #**[Invoice Number]**, issued on **[Issue Date]** with a due date of **[Due Date]** for the amount of **[Invoice Amount]** remains unpaid.

We understand that oversights can happen and schedules can be demanding. If payment has already been sent, please disregard this notice. Otherwise, we kindly ask you to remit payment at your earliest convenience.

If you have any questions concerning this invoice or believe there is an error, please do not hesitate to contact us at [Your Email Address] or [Your Phone Number]. We are committed to resolving any issues promptly.

We value our relationship and appreciate your prompt attention to this matter. Thank you for your continued business.

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