

Sample Business Letter: Follow-Up with Client Regarding Payment

[Your Company Letterhead]

Date: [Insert Date]

To: [Client Name]

Company Name: [Client's Company]

Address: [Client's Address]

Dear [Client Name],

I hope this message finds you well. We truly value our continued business relationship and appreciate your trust in our services.

We are writing to follow up regarding invoice number **[Invoice Number]**, dated **[Invoice Date]**, for the amount of **[Invoice Amount]**. As of today, we have not received payment, and according to our records, the payment was due on **[Due Date]**.

We kindly request you to review this matter and arrange for payment at your earliest convenience. Please let us know if there are any issues or questions regarding this invoice, or if you have already made the payment.

If you require another copy of the invoice, or further information, please feel free to contact us at **[Your Contact Information]**.

We appreciate your prompt attention to this matter and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]