

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Client Name]
[Client Position]
[Client Company Name]
[Client Company Address]
[City, State, ZIP Code]

Dear [Client Name],

I hope this message finds you well. I am writing to follow up regarding Invoice ##[Invoice Number], issued on [Invoice Date], in the amount of [Invoice Amount], for [brief description of goods/services provided]. According to our records, payment was due on [Due Date].

We understand that busy schedules and unforeseen issues can occasionally delay payment. If you have already sent the payment, please disregard this note; otherwise, we kindly request that you arrange for payment at your earliest convenience. For your convenience, payment can be made via [list accepted payment methods].

Please let us know if you have any questions regarding the invoice or if there is anything we can assist you with during this process. We greatly value our relationship with [Client Company Name] and appreciate your prompt attention to this matter.

Thank you very much for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]