

Dear [Contractor Name],

I hope you are doing well.

I am writing to follow up on invoice #[Invoice Number], dated [Date], which appears to be slightly past due. Our records show an outstanding balance of \$[Amount].

I wanted to check in to see if you received the invoice or if there were any issues with the billing that we need to discuss. If you have already sent the payment, please disregard this note.

If the payment hasn't been sent yet, could you please let me know when we can expect to receive it? For your convenience, I have attached a copy of the invoice to this email.

Thank you for your hard work and for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]