

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Inquiry regarding Invoice #[Invoice Number] for [Project Name]

Dear [Client Name],

I hope this letter finds you well and that you are enjoying the results of the recent construction work at [Project Location].

I am writing to follow up on the status of invoice #[Invoice Number], which was issued on [Date] for the amount of \$[Amount]. According to our records, this payment is now slightly past due.

We understand that paperwork can sometimes be overlooked. If you have already sent the payment, please disregard this notice. If not, could you please let us know when we might expect to receive it? I have attached a duplicate copy of the invoice for your convenience.

If there are any issues or if you have any questions regarding the completed work, please feel free to contact me directly so we can resolve them promptly.

Thank you for your business, and we look forward to hearing from you soon.

Best regards,

[Your Name/Signature]

[Your Title]