

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Follow-up on Outstanding Invoice #[Invoice Number]

Dear [Recipient Name],

I hope you are having a productive week.

I am writing to politely follow up on the status of invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received payment for the amount of \$[Amount].

We understand that these things can sometimes be overlooked. I have attached a copy of the invoice to this email for your convenience. If payment has already been sent, please disregard this notice.

If there are any issues or if you require additional information to process the payment, please let me know. We value our partnership and look forward to resolving this matter promptly.

Thank you for your time and cooperation.

Best regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]