Subject: Urgent: Outstanding Payment for Invoice [Invoice Number]

[Date]

[Client Name]
[Client Company]
[Client Address]

Dear [Client Name],

This letter is to formally follow up on the outstanding balance for professional services rendered under [Project Name/Contract Date].

According to our records, the following invoice remains unpaid:

- **Invoice Number:** [Number]
- **Invoice Date:** [Date]
- **Amount Due:** [Amount]
- **Due Date:** [Date]

As the payment is now [Number] days past due, we kindly request that you settle this balance immediately. If you have already sent the payment, please disregard this notice.

Please let us know if there are any issues preventing payment or if you require a copy of the original invoice. We value our professional relationship and look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Company Name]
[Your Contact Information]