

Formal Follow-Up Email for Outstanding Payment

Subject: Follow-Up on Outstanding Invoice [Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. This is a follow-up regarding invoice [Invoice Number] submitted on [Date], which remains unpaid. We kindly request that the payment be processed at your earliest convenience.

Please let me know if there are any issues or further information needed to complete the transaction.

Sincerely,

[Your Name]

[Position/Company]

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