

Payment Follow Up Letter

Subject: Payment Follow-Up

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss a matter regarding an outstanding payment that is currently due from [Company Name]. On [date], we provided [details of the goods or services provided], and according to our records, the payment for this invoice was due on [due date].

Unfortunately, we have not yet received the payment for this invoice, and it is now [number of days] days overdue. We understand that delays can occur due to various reasons, and we value our business relationship with [Company Name]. However, we kindly request your assistance in resolving this matter promptly.

Enclosed with this letter, you will find a copy of the invoice [invoice number] for your reference. The total amount due is [total amount due]. We kindly ask that you review your records and verify the payment status for this invoice. If the payment has already been processed, we apologize for any confusion and kindly request you to provide us with the transaction details.

If, on the other hand, the payment has not yet been made, we would appreciate it if you could arrange for the payment as soon as possible. Prompt payment is crucial for maintaining a healthy cash flow and ensuring the smooth operation of our business. We accept various forms of payment, including [list acceptable payment methods], and we kindly ask you to choose the most convenient method for your organization.

Should you require any clarification regarding the invoice or need assistance in resolving any payment-related issues, please do not hesitate to contact me at [your contact number] or [your email address]. I am available to address any concerns you may have and work towards a speedy resolution.

We genuinely value the business relationship we have established with [Company Name] and hope to continue our mutually beneficial partnership for years to come. Your prompt attention to this matter will be highly appreciated. Thank you in advance for your cooperation.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]