

Professional Payment Follow-Up Letter

Subject: Follow-Up on Outstanding Payment

Dear [Client Name],

I hope this message finds you well. I am writing to follow up on invoice [Invoice Number] issued on [Date], for the amount of [Amount], which was due on [Due Date].

Kindly provide an update regarding the payment status. If you have already made the payment, please disregard this notice. Otherwise, I would appreciate it if the payment could be processed at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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