

Urgent Payment Follow-Up Letter

Subject: Urgent: Overdue Payment Notification

Dear [Client Name],

This is a follow-up regarding invoice [Invoice Number] for [Amount], which was due on [Due Date].

As the payment has not been received, I kindly request that the outstanding balance be settled immediately.

Please confirm once the payment has been made or inform us if there are any issues preventing the payment.

Thank you for your urgent attention to this matter.

Sincerely,

[Your Name]

[Company Name]

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