TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Payment Not Received for Invoice

Dear Sir/Madam

I am contacting you as part of our outstanding invoices follow-up. The invoice number for **[service or product provided]** was due on **[due date]**.

Unless mistaken, we still haven’t received payment for the above. You will find a copy of the original invoice attached to this letter.

Can you confirm that this invoice has been recorded by your accounting department and give us an estimated payment date?

To pay this invoice, you can **[payment instructions]**.

To prevent any future late payments, you can also choose to automate your payment by **[payment instructions]**.

We are also available to discuss any issues or questions you may have about our company.

Best wishes,

**[Your Name]**

**[Your contact info]**

**[Your company]**