**Subject:** [your company] - [invoice ref number]

Dear [client name],

I’m contacting you on behalf of [your company] with regard to the following invoice:

[Invoice ref number] / [invoice balance]

This invoice is due for payment on [invoice due date]. It would be greatly appreciated if you could confirm receipt of this invoice and advise as to whether payment has been scheduled.

I have attached a copy of the invoice for your reference. If you require any further information from our side, please let me know.

Best wishes,

[Sender name]