**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]**