**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Company]

[Recipient Address]

[City, State ZIP Code]

Dear **[Recipient Name],**

I'm writing to follow up on the invoice I issued you on **[invoice date]**. The invoice for **[invoice amount and services]** has yet to be paid, and I wanted to enquire about its status.

I appreciate that there may be a delay due to unforeseen situations, and I want to assure you that we respect your business and will work with you to fix any concerns. Please do not hesitate to contact me if there is an issue so that we may find a solution.

We would highly appreciate your rapid response to this matter, since timely payment is required for us to continue delivering our services to you. Please let me know if there is anything else I can do to help you.

Thank you for taking the time to read this.

**Sincerely,**

**[Your Name]**

**[Your Company]**

**[Phone Number]**

**[Email Address]**