

Formal letter requesting overdue payment

Subject: Follow-Up on Outstanding Payment

Dear [Recipient Name],

I hope you are well. This letter serves as a follow-up regarding the invoice #[Invoice Number] dated [Invoice Date], which remains unpaid. We would appreciate it if you could process the payment at your earliest convenience.

Please let us know if there are any issues or additional details required. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

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