From: *[Company Name / Billing Department]*

Subject: Follow-up: Invoice *[Invoice Number]* is Overdue

Dear *[Client Name]*,

I hope this email finds you well. Our records indicate that we have not yet received payment for invoice ***[Invoice Number]***, which was due on ***[Due Date]***.

The outstanding balance is: ***[Amount Due]***.

We understand that things can get busy, and this may have simply slipped through the cracks. If you have already sent the payment, please disregard this message. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

For your reference, I have attached a copy of the original invoice to this email. You can complete the payment via:
[Link to Payment Portal or Bank Details]

If there is any issue regarding the services provided or the invoice itself that is causing a delay, please let us know so we can resolve it immediately.

Thank you for your prompt attention to this matter and for your continued business.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]