

## Sample Follow-Up Payment Letter

Sep. 30, 2050 Samantha Green

Accounts Payable Manager

ABC Manufacturing Co.

456 Commerce Blvd

San Diego, CA 92101

Dear Ms. Green,

I hope this message finds you well. I am writing to follow up on the outstanding invoice dated January 15, 2051, for the amount of \$5,000 related to our recent collaboration on the Product Line Upgrade Project.

As of today, the payment remains pending, and I wanted to ensure there are no issues that might be causing a delay. Timely payment is crucial for us to maintain smooth operations and continue providing you with high-quality services.

If you require any additional information or documentation regarding the invoice, please let me know, and I will be happy to provide it. We greatly value our partnership with ABC Manufacturing Co. and appreciate your prompt attention to this matter.

Thank you for your cooperation, and I look forward to your response.

Sincerely,

Signature

[Your Name]

[Your Company Name]

[Your Number]

[Your Email]

# **Sample Letter Of Follow Up Documents**

Judd E. Hollander

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