

Subject: Follow-up: Invoice [Invoice Number] for Legal Services

Dear [Name of Corporate Counsel],

I hope you are having a productive week.

I am reaching out regarding invoice [Invoice Number], dated [Date], which appears to be slightly past its due date. We understand how busy your department is and wanted to send this brief reminder in case the original email was overlooked.

For your convenience, I have attached a copy of the invoice to this message. It covers our recent work on [Matter Name/Project].

If payment has already been processed, please disregard this note. Otherwise, we would appreciate it if you could look into the status of this payment at your earliest convenience.

Please let us know if you have any questions or if there is any additional documentation your accounting team requires to finalize the transaction.

Thank you for the opportunity to work with your team.

Best regards,

[Your Name]

[Your Law Firm/Company Name]

[Phone Number]