

Payment Update Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding your pending payment with us.

As of [Insert Due Date], we have not yet received payment for invoice #[Insert Invoice Number], totaling [Insert Amount]. We understand that delays can occur, and we want to assure you that we are here to assist you.

Please let us know if there are any issues or if you require further information about the payment. We would appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]