Payment Status Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received the payment, and I would like to confirm whether it has been processed.

We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]