

Subject: Payment Clarification Request for Invoice #12345

Dear [Client's Name],

I hope this message finds you well. I am writing to clarify the payment status for Invoice #12345, submitted on [Submission Date]. As of today, I have not yet received the payment, which was due on [Due Date].

Please confirm the current status of the payment at your earliest convenience. If there are any issues or additional information needed from my side, feel free to let me know.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Freelance Business Name]

[Your Contact Information]