

Payment Status Inquiry

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client'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 wanted to check if there are any issues that need to be addressed.

Please let me know if you require any additional information from our side to expedite this process. Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]