

# Payment Inquiry

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on the invoice #[Invoice Number] submitted on [Submission Date] for [Description of Services or Products].

As of today, we have not yet received the corresponding payment. We understand that there may be unforeseen circumstances, and we kindly ask if you could provide an update regarding the status of the payment.

We greatly value our relationship and appreciate your prompt attention to this matter. If you need any further information or have questions, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Address]