

# Payment Confirmation Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding our previous correspondence about the payment for [Invoice Number/Description of Services Rendered].

As of today, we have not yet received the payment of [Amount] which was due on [Due Date]. We would appreciate it if you could confirm the status of the payment at your earliest convenience.

If you have already processed the payment, please disregard this message. Otherwise, please let us know if there are any issues or further information needed to expedite the process.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]