

Inquiry for Payment Confirmation Status

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of payment for the invoice #[Insert Invoice Number] submitted on [Insert Submission Date]. According to our records, the payment was due on [Insert Due Date], and we have yet to receive confirmation of payment.

Could you please provide an update on the payment status at your earliest convenience? Your assistance in this matter is greatly appreciated.

Thank you for your prompt attention to this inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]