

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

**Subject: Payment Confirmation Request for Invoice
#[Invoice Number]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the payment for Invoice #[Invoice Number], which was issued on [Invoice Date] and due on [Due Date]. As of today, we have not received the payment.

We appreciate your attention to this matter and would be grateful if you could confirm the status of the payment at your earliest convenience. If the payment has already been processed, please disregard this message.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]