

Payment Confirmation Reminder

Dear [Recipient's Name],

I hope this message finds you well. We are writing to remind you that we have not yet received confirmation of payment for invoice #[Invoice Number], which was due on [Due Date].

Please let us know if you have made the payment or if you require any further information regarding this matter.

Your prompt attention to this issue would be greatly appreciated.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]