

# Urgent Payment Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request confirmation of the payment that was due on [Insert Due Date]. As of today, we have not yet received any notification regarding the status of this payment.

The details of the payment are as follows:

- Invoice Number: [Insert Invoice Number]
- Amount Due: [Insert Amount]

We kindly ask that you verify the payment status at your earliest convenience, as it is essential for our financial planning. Please reach out to me directly at [Your Phone Number] or [Your Email] if you have any questions or require further information.

Thank you for your immediate attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]