

Payment Confirmation Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of payment for invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date].

As of today, we have not yet received the payment and would like to confirm whether it has been processed. Your prompt attention to this matter would be greatly appreciated.

Thank you for your understanding and assistance. I look forward to your swift reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]