

Investigation Request for Missing Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an investigation regarding a missing payment that was due on [Insert Due Date]. The payment details are as follows:

- Invoice Number: [Insert Invoice Number]
- Amount Due: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Payment Reference: [Insert Payment Reference]

Despite my previous inquiries, I have yet to receive confirmation of the payment's status or resolution. I would appreciate your prompt attention to this matter and any information you can provide.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]