

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Subject: Payment Clarification Request for Outstanding Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding an outstanding payment for Invoice #[Invoice Number], which was issued on [Invoice Date] and is now [Number of Days] days overdue.

According to our records, the amount due is [Amount Due]. We have not yet received the payment, and I wanted to verify whether it has been processed on your end.

If there are any issues or if you require any further information to facilitate the payment, please do not hesitate to reach out. Your prompt attention to this matter would be greatly appreciated as it will help us maintain our records accurately.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]