

Subject: Follow-Up on Payment Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the payment status for [Invoice Number or Service/Product]. It has been [time since last communication] since our last contact, and I wanted to clarify the current status.

We understand that delays can happen, and we appreciate your attention to this matter. If you could provide an update at your earliest convenience, it would be greatly appreciated.

Thank you for your assistance!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]