

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the status of your outstanding payment.

The current status of your payment, initially due on [Due Date], is as follows:

- **Invoice Number:** [Invoice Number]
- **Amount Due:** [Amount]
- **Original Due Date:** [Original Due Date]
- **Current Status:** [Status]

Please let us know if you have any questions or need further assistance regarding this matter.

Thank you for your attention to this important issue. We appreciate your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]