

Follow-up on Pending Invoice Queries

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the pending invoice [**Invoice Number**], dated [**Invoice Date**], which was sent on [**Sending Date**].

As of today, we have not yet received payment or any information concerning the delay. We would appreciate it if you could provide an update on the status of this invoice at your earliest convenience.

If you require any additional information or documentation to process the payment, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]