

# Inquiry About Previous Invoice Compliance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the compliance status of our previous invoice #[Invoice Number], issued on [Invoice Date]. We seek clarification on the payment status and any potential issues that may have arisen.

Please let us know if you require any further documentation or information from our side to assist in this matter. Your prompt response would be greatly appreciated.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]