

Vendor Payment Issue Follow-up

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to follow up on our previous communication regarding the outstanding payment for invoice [Invoice Number] dated [Invoice Date], which was scheduled for payment on [Due Date].

As of today, we have not yet received the payment, and I would like to confirm if there are any issues that need to be addressed or if you require any additional information from our side to expedite the process.

Please let me know at your earliest convenience, as we value our relationship and would like to resolve this matter promptly.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]