

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

## **Subject: Payment Follow-Up for Deliverables**

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on the payment for the deliverables provided under our agreement on [Invoice Date], with invoice number [Invoice Number]. As of today, we have yet to receive the payment which was due on [Due Date].

We appreciate your prompt attention to this matter and kindly request an update on the status of our payment. If there are any issues or further information needed regarding the invoice, please do not hesitate to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]