

Dear [Supplier's Name],

I hope this message finds you well. I am writing to kindly inquire about the status of our recent payment for invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

We value our partnership and appreciate your prompt attention to this matter. If there are any issues or if further information is required, please do not hesitate to reach out.

Thank you for your assistance, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]