

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the payment status regarding our recent invoice [invoice number] dated [invoice date]. We were expecting the payment to be processed by [expected payment date], but it appears to be delayed.

Could you please provide us with an update on the current status of this payment? Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]