

# Outstanding Payment Inquiry

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 follow up on the outstanding payment for invoice #[Invoice Number] issued on [Invoice Date]. According to our records, the payment was due on [Due Date], and as of today, we have yet to receive it.

We value our relationship with you and would appreciate your attention to this matter. Could you kindly confirm the status of the payment or inform us of any issues that may have arisen?

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]