

Outstanding Payment Inquiry

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about an outstanding payment that is currently due for invoice number [Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount].

According to our records, this payment was due on [Due Date], and as of today, we have not yet received it. We would appreciate your prompt attention to this matter, as it is critical for maintaining our financial flow.

If there are any issues or discrepancies regarding this payment, please do not hesitate to reach out so we can resolve them as soon as possible.

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

Sincerely,
[Your Name]
[Your Title]