

Overdue Payment Clarification

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an overdue payment that appears to have not yet been received in our records. According to our accounts, invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount] was due on [Due Date].

If payment has already been sent, please disregard this message. Otherwise, I kindly request that you provide an update on the status of this payment at your earliest convenience. If there are any issues or discrepancies, please do not hesitate to contact me directly.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]