

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of a pending payment for invoice #[Invoice Number], submitted on [Submission Date]. As per our records, we have yet to receive the payment, which was due on [Due Date].

We would appreciate your prompt attention to this matter and a confirmation of when we can expect the payment to be processed. If there are any issues or additional information required, please do not hesitate to reach out.

Thank you for your cooperation, and I look forward to your swift response.

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