

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the outstanding payments related to our previous transactions, specifically invoice number [Insert Invoice Number] dated [Insert Invoice Date], which remains unpaid as of today.

We understand that situations can sometimes arise that may delay payment, and we appreciate your business relationship. We would like to work together to resolve this matter amicably and ensure the continuation of our successful partnership.

Could you please confirm the status of the payment? If there are any issues or complications, I would be happy to discuss them at your convenience.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]