

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the invoice [Invoice Number] dated [Invoice Date], which was submitted on [Submission Date].

As we have not yet received confirmation of payment, we would appreciate any updates you could provide regarding this matter.

Thank you for your attention to this request. Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

Accounting Department

[Your Company]

[Your Contact Information]