# Payment Status Check

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment status for invoice number [Invoice Number], dated [Invoice Date]. As of today, we have not yet received the payment, and I would like to confirm when we can expect to receive it.

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

Sincerely,

[Your Name]