

Overdue Account Inquiry

Dear [Contractor's Name],

I hope this message finds you well. I am writing to inquire about the status of my outstanding invoice #[Invoice Number], which was due on [Due Date]. As of today, the payment remains overdue.

Details of the Invoice:

- **Invoice Number:** [Invoice Number]
- **Amount Due:** [Amount]
- **Due Date:** [Due Date]

If there are any issues or concerns regarding the payment, please do not hesitate to reach out. I appreciate your attention to this matter and look forward to resolving it promptly.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Contact Information]