

# Payment Status Inquiry

Dear [Client's Name],

I hope this message finds you well. I am writing to inquire about the status of our recent payment, which was due on [Due Date].

As of today, we have not yet received the payment of [Amount]. If the payment has already been processed, please disregard this message. However, if there are any issues or delays, kindly let us know so we can assist in resolving them.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]