

Payment Status Inquiry Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding the status of my payment for invoice #[Invoice Number], which was due on [Due Date].

As of today, I have not yet received confirmation of payment, and I would greatly appreciate any updates you could provide. If there are any issues or additional information needed from my side, please let me know.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]