

# Payment Status Inquiry

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the payment status regarding Invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. According to our records, this payment was due on [Due Date].

As we have not yet received the payment, I would appreciate it if you could provide an update on its status at your earliest convenience. Please let me know if there are any issues or if further information is required from our end to facilitate the payment process.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]