

# Payment Status Inquiry

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

[Recipient's Name]  
[Their Title/Position]  
[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 status of the payment I am expecting from [Company Name/Reference], which was due on [Due Date]. As of today, I have yet to receive the funds, and I would appreciate any updates you can provide regarding this matter.

The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Amount: [Amount]
- Payment Method: [Payment Method]

If there are any issues or additional information needed to expedite this process, please let me know. Your prompt attention to this matter is greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]