

Subject: Urgent Payment Status Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently inquire about the status of the payment for Invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not yet received confirmation of the payment, and this delay could impact our ongoing operations.

Could you please provide an update on the payment status as soon as possible? Your timely response would be greatly appreciated.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]