

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inquire about the payment status for invoice #[Insert Invoice Number], dated [Insert Invoice Date]. As of today, we have not yet received the payment, and we wanted to confirm if you have processed it.

If there are any issues or additional information needed from our side, please feel free to reach out. We value our partnership and appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]