

Payment Resolution Follow-Up

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the payment resolution for Invoice #[Insert Invoice Number], which was due on [Insert Due Date]. As of today, we have not yet received payment or an update regarding this matter.

We understand that oversights can happen, and we would appreciate your prompt attention to this issue. If you have already sent the payment, please disregard this notice. Otherwise, could you please provide us with a status update at your earliest convenience?

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]