

Inquiry Regarding Delayed Payment

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the status of our outstanding payments that are currently overdue. As per our records, we have not yet received payment for the following invoices:

- Invoice #12345 - Due Date: [Date]
- Invoice #12346 - Due Date: [Date]
- Invoice #12347 - Due Date: [Date]

We value our partnership and are keen to resolve this matter promptly. Could you please provide an update on the payment status? If there are any issues or delays, kindly let us know so we can assist in resolving them promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]