

# Unpaid Invoice Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on invoice #[Invoice Number], which was issued on [Invoice Date] and was due on [Due Date]. As of today, it appears that this invoice remains unpaid.

We would appreciate if you could provide an update on the status of this payment. If there are any issues or questions regarding the invoice, please do not hesitate to reach out to me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]