

Invoice Payment Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the payment details regarding invoice #[Invoice Number], issued on [Invoice Date]. The total amount due is [Amount Due], and as of today, we have not yet received the payment.

If the payment has already been made, please disregard this notice. Otherwise, I kindly request that you provide an update on the status of this payment at your earliest convenience.

Thank you for your attention to this matter. If you have any questions or need further assistance, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]