

Subject: Response to Unpaid Invoice Alert

Dear [Recipient's Name],

Thank you for your email regarding the unpaid invoice dated [Invoice Date], invoice number [Invoice Number]. We appreciate your promptness in bringing this to our attention.

I would like to inform you that we are currently reviewing our records and will ensure that the payment is processed as soon as possible. If there are any discrepancies, please let us know so we can address them promptly.

Thank you for your understanding and patience regarding this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]