

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Clarification Regarding Payment Issues

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the payment issues I have encountered concerning invoice #[Insert Invoice Number] dated [Insert Invoice Date].

As of today, [insert details about the issue, e.g., I have not yet received the payment which was due on [Insert Due Date], and I would like to understand the status of this transaction.]

I would appreciate your timely response so that we can resolve this matter promptly. Should you need any additional information or documents from my side, please feel free to reach out.

Thank you for your attention to this matter.

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