

# Invoice Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of our payments for the following invoices that remain outstanding:

- Invoice Number: [Invoice Number 1] - Amount: [Amount] - Due Date: [Due Date]
- Invoice Number: [Invoice Number 2] - Amount: [Amount] - Due Date: [Due Date]
- Invoice Number: [Invoice Number 3] - Amount: [Amount] - Due Date: [Due Date]

As of today, we have not yet received payment for these invoices. Please let us know if there are any issues or if further information is required to facilitate the processing of these payments.

We appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]