

Invoice Status Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to notify you that we have not yet received payment for Invoice #[Invoice Number], which was due on [Due Date].

Please check your records and let us know if the invoice has been processed. If you have already sent the payment, kindly send us the details for our reference.

If the invoice is indeed missing, we can resend it upon your request.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]