

Invoice Payment Confirmation Request

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of payment for Invoice #[Invoice Number], which was issued on [Issue Date] and due on [Due Date]. As of today, we have not yet received the payment and wanted to ensure there are no issues or concerns regarding the invoice.

For your reference, the details of the invoice are as follows:

- **Invoice Amount:** [Amount]
- **Description of Services:** [Description]

We appreciate your attention to this matter and look forward to your prompt response. If payment has already been made, please disregard this request.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]