

Subject: Clarification Demand for Outstanding Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention the outstanding invoice #[Invoice Number] dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received the payment or any communication regarding its status.

We kindly request clarification regarding this matter. If there are any disputes or issues pertaining to the invoice, please let us know at your earliest convenience so we can address them promptly.

If the payment has already been made, please disregard this notice and accept our thanks. Otherwise, we would appreciate your prompt response regarding the steps you plan to take towards settling this invoice.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]