

Invoice Appeal for Payment Status

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to appeal for the current status of our invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received the payment.

We value our partnership and understand that delays can happen. However, it is important for us to maintain our cash flow and keep our operations running smoothly. We kindly request an update on the payment status at your earliest convenience.

If there are any issues with the invoice or if you require further information, please do not hesitate to reach out. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]