Invoice Clearance Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the clearance status of our recent invoice submitted on [Insert Invoice Date] with invoice number [Insert Invoice Number].

As per our records, the payment of [Insert Amount] was due on [Insert Due Date]. However, we have yet to receive confirmation of the payment or any updates regarding its status.

We kindly request your assistance in providing us with any updates regarding this matter at your earliest convenience. Your prompt attention to this inquiry would be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]