

Invoice Payment Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent invoice, referenced as #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As we have not yet received payment, I kindly request confirmation of the payment status for this invoice. If the payment has already been processed, please disregard this message. Otherwise, I would appreciate any updates regarding the payment timeline.

Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Address]