

Invoice Payment Status Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment status of the invoice number **[Invoice Number]**, issued on **[Invoice Date]**, for the amount of **[Invoice Amount]**.

As per our records, this invoice was due on **[Due Date]**, and we have not yet received the payment. If the payment has already been processed, kindly disregard this message. Otherwise, we would appreciate your assistance in providing the expected payment date.

Thank you for your attention to this matter. Please let me know if you require any further information.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]