

Subject: Inquiry on Outstanding Invoice Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the outstanding invoice [Invoice Number] dated [Invoice Date], which appears to remain unpaid as of today.

We value our relationship with your company and are keen to ensure that all accounts are settled promptly. Could you please confirm the status of this invoice? If there are any issues or additional information required from our side to facilitate the payment, please let us know.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]