

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Pending Payment Confirmation

Dear [Recipient's Name],

We hope this message finds you well.

This letter is to inform you that we have yet to receive payment for invoice #[Invoice Number], which was due on [Due Date]. As of today, the outstanding amount is [Amount Due].

Please review your records, and if the payment has already been processed, kindly send us the confirmation details. If it is still pending, we would appreciate your prompt attention to this matter.

If you have any questions or need further assistance, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]