

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of my payment for invoice number [Invoice Number], which was due on [Due Date]. As of today, I have not yet received the payment, and I would like to confirm its status.

If you require any further information or documentation from my side, please do not hesitate to reach out. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]
[Your Job Title] (if applicable)
[Your Company Name] (if applicable)