

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Overdue Payment Clarification

I hope this message finds you well. I am writing to request clarification regarding an overdue payment on our account with your company.

As of [specific date], our records indicate an outstanding balance of [amount] for invoice #[invoice number] dated [invoice date]. This payment was originally due on [due date], and we have not yet received the payment.

We understand that oversights can occur, and we would appreciate any information you could provide regarding this matter. If the payment has already been processed, please let us know the transaction details. If there are any discrepancies or issues that need addressing, we are eager to resolve them promptly.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]