

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

Dear [Recipient Name],

Subject: Payment Status Inquiry

I hope this message finds you well. I am writing to inquire about the status of my payment, reference number [insert reference number], which was due on [insert due date].

As of today, I have not yet received the payment, and I kindly ask if you could provide an update regarding this matter. Your assistance in this regard would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position, if applicable]