

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment status for invoice number [Invoice Number], dated [Invoice Date], which was due on [Due Date].

As of today, I have not yet received the payment, and I would appreciate any updates you could provide regarding this matter. If there are any issues or questions regarding the invoice, please do not hesitate to reach out to me directly.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)