

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

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

Dear [Recipient's Name],

Subject: Payment Issue Regarding Invoice #[Invoice Number]

I hope this message finds you well. I am writing to bring to your attention an issue concerning the payment for Invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

[Briefly describe the issue, e.g., "As of today, the payment of [Amount] has not been received."]

To assist in resolving this matter, I have attached a copy of the invoice for your reference. Should you require any additional information or documentation, please do not hesitate to reach out.

I would appreciate it if you could provide an update on the status of this payment at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]