

[Your Name]
[Your Company]
[Your Address]
[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]

Subject: Payment Status Inquiry - [Invoice Number]

Dear [Recipient Name],

I hope you are having a good week.

I am writing to kindly follow up on the status of invoice [Invoice Number], which was issued on [Date] for the amount of [Amount]. According to our records, the payment was due on [Due Date].

We wanted to check if the invoice has been received and processed, or if there is any additional information you need from our side to facilitate the payment.

I have attached a copy of the invoice for your convenience. If you have already sent the payment, please disregard this message.

Thank you for your time and assistance.

Best regards,

[Your Signature]
[Your Phone Number]
[Your Email]