

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Inquiry regarding overdue payment for Invoice #[Invoice Number]

Dear [Recipient Name],

I am writing to follow up on the payment of [Amount], which was scheduled to be received by [Agreed Date] as per our previous communication.

According to our records, we have not yet received this payment. We understand that oversights can happen, and we would appreciate it if you could check the status of this transaction on your end.

If the payment has already been sent, please disregard this notice. Otherwise, please arrange for the funds to be transferred at your earliest convenience. For your reference, I have attached a copy of the invoice to this letter.

If there are any issues or if you require further information to process this payment, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]