

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

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

Subject: Inquiry Regarding Unfulfilled Payment for Invoice #[Invoice Number]

Dear [Recipient Name],

I am writing to follow up on the payment for invoice #[Invoice Number], totaling [Amount], which was due on [Original Due Date].

According to our records and our previous correspondence on [Date of Last Communication], it was agreed that the payment would be issued by [Promised Payment Date]. However, as of today, we have not yet received the funds or a notification of the transfer.

We understand that oversights can happen. We kindly ask you to investigate the status of this transaction and provide an update on when we can expect the payment to reach our account. If the payment has already been sent, please provide the transaction reference number or a copy of the remittance advice so we can update our records.

For your convenience, I have attached a copy of the invoice to this letter. Should there be any issues or if you require an alternative payment method, please contact me directly at [Your Phone Number] or via email.

Thank you for your prompt attention to this matter. We value our professional relationship and look forward to resolving this discrepancy immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]