

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

[Date]

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

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

Dear [Recipient Name],

I am writing to follow up on our previous communication dated [Date of Promise], in which you indicated that a payment of \$[Amount] would be made by [Agreed Date].

As of today, we have not yet received these funds. It is possible that the payment is currently in transit or has been delayed due to an oversight. Please let us know if the payment has been sent or if there is an issue that we need to address.

Attached is a copy of the invoice for your reference. We would appreciate it if you could confirm the status of this payment at your earliest convenience. If the payment has already been sent, please disregard this notice.

Thank you for your prompt attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]