

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

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

**Subject: Status Inquiry: Overdue Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

I am writing to follow up on the payment commitment made regarding invoice #[Invoice Number], which was due on [Original Due Date].

According to our records and our previous correspondence on [Date of Commitment], we expected to receive the payment of [Amount] by [Expected Payment Date]. However, we have not yet received the funds or any further communication regarding a delay.

Please provide an update on the status of this payment as soon as possible. If the payment has already been sent, please disregard this notice and provide us with the transaction details for our records.

If you are experiencing further difficulties, please contact me immediately at [Your Phone Number] or [Your Email Address] so we can discuss an alternative arrangement.

We value our business relationship and look forward to resolving this matter promptly.

Sincerely,

[Your Signature]  
[Your Printed Name]