

Sample Follow-up Inquiry Letter on Delayed Payment

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Follow-up Inquiry on Delayed Payment – Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding our Invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount], which, according to our records, was due for payment on [Due Date].

As we have not yet received payment or an update regarding this invoice, I kindly request that you let us know the status of this payment at your earliest convenience. We highly value our business relationship and understand that delays can occur for various reasons.

If payment has already been made, please disregard this letter. If you require any additional information or documentation to process the payment, do let us know and we will be happy to assist you.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]