

Sample Inquiry Letter with Follow-Up Request for Payment Details

This document provides a **sample inquiry letter with follow-up request for payment details**, designed to professionally and courteously prompt a client or customer for outstanding payment information. It includes clear language to inquire about the status of the payment, politely requests necessary payment details, and emphasizes the importance of timely settlement to maintain a smooth business relationship. This template helps ensure effective communication while preserving goodwill between parties involved in the transaction.

Sample Inquiry Letter

[Your Name]
[Your Position/Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I hope this message finds you well. We are reaching out regarding Invoice [#Invoice Number], dated [Invoice Date], for the amount of [Amount]. As of today, our records indicate that payment for this invoice is still outstanding.

We kindly request an update on the status of this payment. If payment has already been made, please provide us with the payment details (such as the date, transaction reference, and mode of payment) to help us reconcile our records.

If you require any clarification or additional documentation from our side to facilitate the process, please let us know at your earliest convenience. Timely settlement of this invoice will help us continue our smooth cooperation.

Thank you in advance for your prompt attention to this matter. We appreciate your business and look forward to resolving this promptly.

Best regards,
[Your Name]
[Your Position/Title]
[Your Company Name]