

[Your Name]
[Your Title/Position]
[Your Organization Name]
[Your Organization Address]
[City, State, ZIP Code]

[Recipient Name]
[Recipient Title/Position]
[Provider Name]
[Provider Address]
[City, State, ZIP Code]

[Date]

Subject: Inquiry Regarding Payment Delay

Dear [Recipient Name],

I am writing to inquire about the status of payment for the services rendered as per our agreement dated [Contract/Agreement Date], specifically regarding invoice number [Invoice Number], which was submitted on [Invoice Submission Date].

As of today, the payment is overdue by [Number of Days Overdue] days. We kindly request an update on the processing of this payment and would appreciate your prompt attention to this matter.

Please let us know if additional documentation or information is required from our end to expedite the payment process.

Thank you for your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Contact Information]