[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

Thanks for making the payment, we will be sending you an updated statement once the reconciliations are complete. We really appreciate your timely payments. The invoiced amount was $100,000 however, we have only received a payment of $90,000.

Can you please review our invoices and confirm if there is a specific reason for holding on to this payment? We are happy to work around any issues with the price or quantity. Can you please confirm if you are happy to add this overdue amount in the invoice for the next month or would you pay immediately?

Sincerely,

[Your Name]

[Title]

Enclosure