

Complaint Regarding Payment Delay

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Recipient Name: [Recipient Name]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [Recipient Name],

I am writing to formally express my concern regarding the delay in the payment that was due to me on [due date]. The payment of [amount] has not yet been received, which is impacting my financial obligations.

Despite my previous attempts to contact your accounts department on [dates of previous communication], I have yet to receive a satisfactory response concerning this delay.

I kindly request your urgent attention to this matter and ask for an update on the status of my payment. I look forward to resolving this issue at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]