

Payment Follow-Up Request

Date: [Insert Date]

From: [Your Name]

Company: [Your Company]

Email: [Your Email]

Phone: [Your Phone]

To: [Recipient's Name]

Company: [Recipient's Company]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment regarding our recent transaction under the letter of credit issued on [Insert Date of Letter of Credit]. As per our agreement, the payment was due on [Insert Due Date].

As of today, we have not received the payment and would like to request an update on the status of this transaction. If there were any issues or documents required, please let us know, and we would be happy to provide assistance.

Your prompt attention to this matter would be greatly appreciated. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]