

Follow-Up on Compensation Agreement

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the compensation for the [specific project or service] delivered on [date]. As per our agreement, I was expecting to receive the payment of [amount] by [due date].

As of today, I have not yet received the payment, and I wanted to check if there are any issues or further information needed from my side to facilitate the process.

Thank you for your attention to this matter. I appreciate your prompt response.

Best regards,

[Your Name]

[Your Contact Information]