

Subject: Inquiry About Payment Status

Dear [Client's Name],

I hope this message finds you well. I am writing to inquire about the payment status for the [specific project name or description], which was completed on [completion date]. According to our agreement, the payment was due on [due date].

If there are any issues or additional information required on my part, please let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Business Name]