

Payment Status Inquiry

Dear [Client's Name],

I hope this message finds you well. I am writing to inquire about the payment status for the project I completed on [Project Completion Date]. According to our agreement, the payment was due on [Due Date].

Could you please provide me with an update regarding the payment? I would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]