

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the pending payment for the shipping of your order #[Order Number], which was scheduled for dispatch on [Dispatch Date].

As of today, we have not yet received the payment of [Amount], which was due on [Due Date]. To ensure a smooth shipping process, we kindly request that the payment be processed at your earliest convenience.

If you have already made the payment, please disregard this message. Otherwise, please let us know if you need any assistance or have any questions regarding the payment process.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]