

# Urgent: Shipping Payment Required

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to notify you that your payment for the shipping of order #[Order Number] is currently outstanding.

To avoid any delays in delivery, we kindly ask that you process this payment at your earliest convenience. The total amount due is [Amount Due], and the payment should be made by [Payment Due Date].

Please find the payment details below:

- Account Name: [Account Name]
- Bank Name: [Bank Name]
- Account Number: [Account Number]
- SWIFT Code: [SWIFT Code]

If you have already made the payment, please disregard this notice. If you have any questions or require further assistance, feel free to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]