

Shipping Logistics Payment Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the payment status for our recent shipment, which was scheduled for delivery on [Insert Delivery Date]. As per our agreement, the payment was due on [Insert Due Date], and we have not yet received confirmation of the payment.

Could you please provide an update regarding the payment process? We would greatly appreciate your assistance in resolving this matter promptly.

Thank you for your attention to this issue. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]