

Royalty Payment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my royalty payments for the period of [Insert Period]. According to our agreement, I was expecting to receive the payments by [Insert Due Date], but I have yet to receive any updates.

Could you please provide me with an update regarding the payment status? If there are any issues or additional documentation needed from my side, do let me know.

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

Sincerely,

[Your Name]