Reminder for Pending Claim Payment Processing

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This is a reminder regarding the pending claim payment associated with claim number [Insert Claim Number]. As per our records, we have not yet received the payment which was due on [Insert Due Date].

Please let us know if there are any issues or additional information needed to expedite the processing of this claim. Your prompt attention to this matter would be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]