

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification Needed on Delayed Payment

I hope this message finds you well. I am writing to seek clarification regarding a delayed payment that we expected to receive on [insert due date]. As of today, we have not yet received the payment, and I wanted to ensure there are no issues from our end.

The payment pertains to [briefly describe the services provided or invoice details]. According to our records, the total amount due is [insert amount].

It would be greatly appreciated if you could provide an update on the status of this payment. If there are any discrepancies or further information required from our side, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]