

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company 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 the services rendered on [date of service] under our agreement. According to our records, the payment was due on [due date], and I would appreciate any updates regarding this matter.

If there are any discrepancies or further information required from my side, please let me know. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]