

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the pending deposit payment due on [insert due date]. As of today, we have not yet received the payment of [insert amount].

Please let us know if there were any issues or if you require further information to process this payment. We appreciate your prompt attention to this matter, as it will help us proceed with [mention any related services or agreements].

Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]