

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the deposit of [amount] that was due on [due date]. It has come to my attention that this payment has not yet been received.

Could you please provide an update on this matter? If there are any issues or further documentation required, kindly let me know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]