

Bridging Payment Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

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

We understand that unforeseen circumstances can occur, and if you are experiencing any issues, please let us know how we might assist you in resolving them.

We would greatly appreciate your prompt attention to this matter, and kindly ask that you process the payment by [insert new deadline].

Thank you for your cooperation. Please feel free to reach out if you have any questions or need any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]