

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of payment for the services rendered by [Your Company Name] under the subcontract dated [Start Date of Contract]. As per our agreement, the payment was due on [Due Date], and we have yet to receive it.

We appreciate your attention to this matter and kindly ask for an update regarding the payment status. If there are any issues or additional documentation required on our part, please do not hesitate to let me know.

Thank you for your prompt response.

Sincerely,

[Your Name]

[Your Position]