

Royalty Payment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[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 status of my royalty payments for [insert relevant work or project name]. According to our agreement dated [insert agreement date], payments were scheduled to be made on a [monthly/quarterly/annual] basis.

As of today, I have not received the payment due for [insert reporting period]. Could you please provide an update on the status of this payment? If there are any issues or additional information needed from my side, please let me know.

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

Sincerely,

[Your Name]