

Royalty Payment Reminder

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is a gentle reminder regarding the royalty payment that was due on [Insert Due Date]. As per our agreement, the payment of [Insert Amount] was to be received by this date.

We kindly ask you to expedite the processing of this payment. If you have already sent the payment, please disregard this notice.

If you have any questions or need further clarification, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]