

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Publisher's Name],

I hope this message finds you well. I am writing to express my concern regarding the delay in receiving my royalty statements for the period of [Specify Period].

According to our agreement, I understand that statements are typically sent out by [Specify Due Date], and I have yet to receive any information regarding my earnings from the sales of my work. This delay is quite worrisome, as it impacts my financial planning and record-keeping.

I would appreciate an update on the status of my royalty statements at your earliest convenience. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Author ID or ISBN if applicable]