

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Editor's Name
Magazine Title
Magazine Address
City, State, Zip Code

Dear [Editor's Name],

I hope this message finds you well. I am writing to formally address an issue regarding the delay in payment for my contributions to [Magazine Title]. I submitted my article titled "[Article Title]" on [Submission Date], and it was accepted for publication in the issue dated [Publication Date]. However, I have yet to receive my payment, which was due on [Due Date].

I understand that delays can occur, but I would appreciate your attention to this matter. I have always valued my association with [Magazine Title] and look forward to resolving this issue promptly.

Thank you for your understanding. I look forward to your response.

Sincerely,
[Your Name]