

Dear [Contributor's Name],

I hope this message finds you well. I am writing to follow up regarding the overdue payment for your contribution to [Magazine Name]. As per our records, the payment was due on [Due Date], and we have not yet received it.

We greatly value your contributions and want to ensure timely payments for all our collaborators. If you have already sent the payment, please let us know the details, or if there are any issues regarding the payment that we can assist you with.

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

Best regards,
[Your Name]
[Your Position]
[Magazine Name]
[Contact Information]