

Dear [Contributor's Name],

I hope this message finds you well. I am writing to remind you that we have yet to receive your payment for your recent contribution to [Magazine Name]. As of today, the outstanding amount of [Amount] was due on [Due Date].

We greatly value your contributions and would appreciate your prompt attention to this matter. Please let us know if you have any questions or if there is anything we can assist you with regarding this payment.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Magazine Name]  
[Contact Information]