

Follow-up on Payment Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous agreement regarding the payment due on [Due Date]. As of today, we have not yet received the payment.

We understand that unforeseen circumstances may arise, and we want to ensure that we can assist you in any way possible. Please let us know if there are any issues or if you require additional time.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]