

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the payment that was due on [due date] for [description of services or products]. As of today, we have not yet received the payment, and I wanted to follow up on its status.

If there are any issues or further documentation required from our side, please let me know, and I will be happy to assist you. We greatly appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]