

Friendly Debt Payment Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I wanted to reach out to discuss the outstanding balance of [amount] that remains from [date or service provided].

If it's convenient for you, could you please let me know when you expect to make the payment? I truly appreciate your attention to this matter.

Thank you for your understanding, and please feel free to reach out if you have any questions or need further details.

Warm regards,

[Your Name]

[Your Contact Information]